

[Your Name]  
[Your Address]  
[City, State, Zip Code]  
[Email Address]  
[Phone Number]  
[Date]

[Recipient's Name]  
[Recipient's Address]  
[City, State, Zip Code]

Dear [Recipient's Name],

I, [Your Name], residing at [Your Address], am writing to invite you to visit me in [Your Country] for [duration, e.g., two weeks] starting from [start date].

The purpose of your visit is [state purpose, e.g., tourism, family gathering]. During your stay, I will provide accommodation and cover your expenses.

Please let me know if you need further information.

Sincerely,

[Your Signature (if sending a hard copy)]

[Your Printed Name]