

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

Dear [Friend's Name],

I hope this letter finds you well. I am writing to formally invite you to visit me in [Your City, Country] for a duration of [duration of visit, e.g., two weeks] starting from [start date] to [end date]. During your stay, I would be delighted to show you around and introduce you to my friends and family.

I can assure you that your visit will include various activities such as [list some activities or places you plan to visit, e.g., sightseeing, dining, cultural experiences]. I will also ensure that you have a comfortable place to stay during your trip.

Please let me know if you need any specific information or assistance regarding your visa application. I would be happy to provide you with any necessary documentation to support your application.

Looking forward to your positive response.

Best wishes,

[Your Name]