

[Your Name]  
[Your Address]  
[City, State, Zip Code]  
[Email Address]  
[Phone Number]  
[Date]  
[Consulate/Embassy Name]  
[Consulate/Embassy Address]  
[City, State, Zip Code]  
Subject: Visa Invitation Letter

Dear Sir/Madam,

I, [Your Name], residing at [Your Address], am writing to invite [Visitor's Name], who resides at [Visitor's Address], to visit me in [Country] for a period of [Duration of Visit] from [Start Date] to [End Date].

The purpose of [Visitor's Name]'s visit is [state purpose, e.g., tourism, family visit, business, etc.]. During their stay in [Country], I will ensure that they have accommodations, meals, and transportation. I will take full financial responsibility for their stay and will provide any necessary assistance to help facilitate their trip.

[Visitor's Name] will be staying with me at my residence at [Your Address] during their time in [Country].

Please find attached:

1. A copy of my passport
2. Proof of my residence
3. Any additional documents that support this invitation

I kindly request you to process their visa application promptly.

Thank you for your consideration.

Sincerely,

[Your Signature (if sending a hard copy)]  
[Your Printed Name]