

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

Dear Sir/Madam,

I, [Your Full Name], am writing this letter to invite [Visiting Person's Full Name], who resides at [Visiting Person's Address], to visit me in [City, Country] from [Start Date] to [End Date]. The purpose of this visit is [state the purpose, e.g., tourism, family visit].

I am a [Your Status, e.g., citizen/permanent resident] of [Your Country] and I am currently residing at [Your Address]. During [his/her/their] stay, I will ensure that [he/she/they] has a comfortable stay and will cover [any expenses, if applicable].

Please find attached copies of my [e.g., passport, resident permit].

Thank you for considering this invitation. Should you require any further information, please do not hesitate to contact me.

Sincerely,

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