

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

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

Subject: Invitation Letter for Visa Application

Dear [Recipient's Name],

I, [Your Full Name], residing at [Your Address], am writing to invite you to visit me [or specify the purpose of your invitation, e.g., for tourism, business, family visit] in [City, Country].

Details of the invitation:

1. ****Purpose of Visit****: [State the purpose clearly, e.g., tourism, family reunion, business meeting].
2. ****Duration of Stay****: [Provide the dates of arrival and departure].
3. ****Accommodation****: [Explain where the visitor will stay, e.g., your home, a hotel].
4. ****Financial Responsibility****: [State who will cover the expenses during the visit--yourself or the visitor].
5. ****Relationship to Invitee****: [Detail your relationship with the invitee, e.g., friend, family member].

Please find attached copies of my [passport, residence permit, or any other supporting documents].

I assure you that [Visitor's Name] will return to their home country before the expiry of the visa.

Should you require any further information, please feel free to contact me.

Sincerely,

[Your Signature (if sending a hard copy)]

[Your Printed Name]