

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

Subject: Invitation for Visa Application

Dear [Recipient's Name],

I, [Your Full Name], am writing to formally invite you to visit me in [Your Country] for [duration of the stay, e.g., two weeks] starting from [start date] to [end date].

I am currently residing at [Your Address] and I am a [Your Status, e.g., citizen, permanent resident]. The purpose of your visit is [explain purpose, e.g., tourism, family visit, business meeting, etc.].

During your stay, I will be responsible for [mention who will cover expenses, accommodation, etc.]. You will be staying at my residence, which is located at [Your Address].

Please find attached the relevant documents to support your visa application, including a copy of my [passport/residence permit], proof of [employment, financial stability, etc. if applicable].

I kindly request that you process your visa at your earliest convenience. Should you need any further information, please do not hesitate to contact me.

Thank you and I look forward to your visit.

Sincerely,

[Your Signature (if sending a hard copy)]

[Your Printed Name]