

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

[Consulate General or Embassy Name]
[Consulate/Embassy Address]
[City, State, Zip Code]

Subject: Invitation Letter for Visa Application

To Whom It May Concern,

I, [Your Name], a resident of [Your City/Country], am writing this letter to invite [Visitor's Name], who resides at [Visitor's Address], for a visit to [Your City/Country].

The purpose of the visit is to [state the purpose, e.g., tourism, family visit, business meeting], and I would like to ensure that [Visitor's Name] has a comfortable stay during [his/her] time here from [start date] to [end date].

I will be responsible for providing accommodation and any other necessary assistance during [his/her] stay. [Include any additional information, e.g., your relationship with the visitor, planned activities, etc.] Please feel free to contact me at [Your Phone Number] or [Your Email Address] if you require any further information to support this visa application.

Thank you for considering this application.

Sincerely,

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