

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

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

Dear [Recipient's Name],

Subject: Invitation for Visa Application

I, [Your Name], residing at [Your Address], am writing to formally invite you, [Recipient's Name], to visit me in [City, Country] from [Start Date] to [End Date]. The purpose of your visit is to [briefly explain the purpose, e.g., tourism, family visit, business meeting, etc.].

During your stay, you will be residing at my home, and I will ensure that all your needs are met, including accommodation and any necessary transportation. We plan to visit [mention any particular places or events planned during the visit].

I assure you that you will return to [Recipient's Country] before your visa expires. I take full responsibility for your stay and well-being in [Host Country].

Please feel free to contact me if you need any further information. I look forward to welcoming you soon.

Sincerely,

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