

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

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

Subject: Invitation for Visa Application

Dear [Consul Officer's Name/To Whom It May Concern],  
I am writing this letter to invite [Visitor's Full Name], who resides at [Visitor's Address], to visit me in [Your Country] for [specific purpose of the visit, e.g., tourism, family visit]. The duration of their stay is anticipated to be from [start date] to [end date].  
During their visit, I will be responsible for [mention any support you will provide such as accommodation, financial support, etc.]. [Briefly explain your relationship with the visitor and the purpose of their visit].

Please find the relevant details for [Visitor's Full Name]:

- Date of Birth: [Visitor's DOB]
- Passport Number: [Visitor's Passport No.]
- Relationship to the Applicant: [Your relationship]

I assure you that [Visitor's Full Name] will return to [Visitor's Country] after the visit as they have commitments there, including [mention any ties such as job, family, etc.].

Thank you for considering this application. If you require any additional information, please do not hesitate to contact me.

Sincerely,

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