

[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],

I am writing to formally invite you to visit me in [Your City, Country] from [start date] to [end date]. The purpose of your visit is [explain purpose, e.g., tourism, business, family reunion, etc.].

During your stay, I will ensure that you have a comfortable accommodation at my residence, located at [Your Address]. I will also be responsible for your transportation and any other necessities during your visit.

Please find enclosed the necessary documents to support your visa application, including a copy of my passport and proof of residence. Should you require any further information, please do not hesitate to contact me.

I look forward to your visit.

Warm regards,

[Your Signature (if sending a hard copy)]

[Your Printed Name]

[Optional: Your Relationship to the Recipient]