

[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 Letter for Visa Application

Dear Sir/Madam,

I, [Your Full Name], residing at [Your Address], am writing to invite [Guest's Full Name], who resides at [Guest's Address], to visit me in [Your City, Country] from [Start Date] to [End Date].

The purpose of [Guest's Full Name]'s visit is [explain the purpose, e.g., tourism, family visit, business meeting]. During their stay, [he/she/they] will stay with me at my residence, and I will ensure [he/she/they] has support throughout [his/her/their] visit.

I am currently employed as [Your Job Title] at [Your Company/Organization Name], and I can assure you that [Guest's Full Name] will return to [his/her/their home country] before the expiration of [his/her/their] visa.

I have enclosed a copy of my [passport/ID] and proof of my residence for your reference.

Thank you for considering this application. Please feel free to contact me should you need any further information.

Sincerely,

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