

[Your Name]
[Your Address]
[City, State, ZIP Code]
[Email Address]
[Date]

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

Dear [Recipient's Name],

Subject: Invitation Letter for Visa Application

I am writing to formally invite you to visit me in [Country] for [purpose of visit, e.g., tourism, business, family visit] from [start date] to [end date]. During your stay, I will be responsible for your accommodation and any necessary expenses.

As part of the visa application process, please find the details of my information below:

1. Full name: [Your Full Name]
2. Date of birth: [Your DOB]
3. Address: [Your Full Address]
4. Relationship to the invitee: [e.g., friend, family member, business associate]
5. Contact number: [Your Phone Number]
6. Occupation: [Your Occupation]
7. Passport number: [Your Passport Number]

Please include the following details of the invitee:

1. Full name: [Invitee's Full Name]
2. Date of birth: [Invitee's DOB]
3. Nationality: [Invitee's Nationality]
4. Passport number: [Invitee's Passport Number]

We look forward to your visit and I am excited about the opportunity to spend time together. Should you need any further information or clarification, please do not hesitate to contact me.

Sincerely,

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