

[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 Name], am writing this letter to invite my [relationship, e.g., friend, sister, etc.], [Visitor's Full Name], who resides at [Visitor's Address], to visit me in [Your Country] for [duration of visit, e.g., two weeks] from [start date] to [end date].

The purpose of the visit is to [briefly explain the purpose, e.g., tourism, family visit, special occasion]. During their stay, I will be responsible for their accommodation, meals, and any other necessary expenses.

[Optional: Provide additional context about your relationship, and any activities planned during the visit.]

Please find attached a copy of my [e.g., passport, residency permit] as proof of my legal status in [Your Country].

I would appreciate your assistance in granting [Visitor's Full Name] a visa to enter [Your Country].

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

Sincerely,

[Your Signature (if sending a hard copy)]

[Your Printed Name]