

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

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

Subject: Invitation Letter for ZN Visa Application

Dear [Recipient's Name],

I am writing to formally invite you to [Country/City] for [specific purpose, e.g., work, business meeting, etc.]. During your stay, you will be engaged in [description of activities or purpose of visit].

Below are the details regarding your visit:

- Duration of Stay: [Start Date] to [End Date]
- Expected Arrival: [Arrival Date]
- Expected Departure: [Departure Date]
- Accommodation Details: [Hotel name/Address or host details]
- Activities Planned: [Briefly outline planned activities or meetings]

I assure you that I will be responsible for your travel and accommodation expenses during your stay. Should you require any further information or assistance with your visa application, please do not hesitate to contact me.

Thank you for considering this invitation. I look forward to your visit.

Sincerely,

[Your Name]  
[Your Job Title/Position]  
[Your Company Name/Organization]  
[Company Address]  
[City, State, Zip Code]