

[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 Z Visa Application

Dear Sir/Madam,

I, [Your Full Name], residing at [Your Address], am writing this letter to invite [Recipient's Full Name], who resides at [Recipient's Address], to apply for a Z visa to work in [City/Province, Country] as [Job Title/Position] at [Company Name].

[Recipient's Name] is a [Relationship to You, e.g., friend, colleague] and holds a [Educational Qualification/Professional Title]. We have known each other for [Duration] and believe that their skills and expertise will be valuable to our team.

[Company Name] is a reputable organization engaged in [Brief Description of Company and its Activities]. We look forward to welcoming [Recipient's Name] to collaborate on [Specific Projects or Responsibilities].

The terms of employment include:

- Position: [Job Title]
- Salary: [Annual Salary]
- Duration of Employment: [Start Date] to [End Date]

I assure you that all legal obligations regarding the employment will be met, including obtaining necessary permits.

Thank you for considering this invitation. Should you require any further information or documentation, please feel free to contact me at [Your Phone Number] or [Your Email Address].

Sincerely,

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