

[Your Name]  
[Your Address]  
[City, Postal Code]  
[Country]  
[Email Address]  
[Phone Number]  
[Date]  
[Recipient Name]  
[Recipient Address]  
[City, Postal Code]  
[Country]

Dear [Recipient Name],

I am writing this letter to formally invite you to visit me in Zurich, Switzerland. I am excited for the opportunity to spend quality time together as a family and show you the beautiful sights of this city. The purpose of your visit will be to [explain purpose, e.g., holiday, family reunion, etc.]. I assure you that during your stay from [arrival date] to [departure date], I will take care of your accommodation, food, and any other necessities.

I am looking forward to hosting you and will be available to assist you with travel arrangements and any other requirements for your visa application.

Please do not hesitate to contact me if you need any additional information or assistance.

Warm regards,

[Your Signature (if sending a hard copy)]  
[Your Printed Name]  
[Your Relationship to the Recipient]