

[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 Visa Application

Dear [Recipient's Name],

I am writing to invite you to visit me in [City, Country] for [duration of visit, e.g., two weeks] from [start date] to [end date]. This visit aims to [state purpose, e.g., tourism, family reunion, attending an event, etc.].

During your stay, I will ensure that all your accommodation and expenses are covered. You will be staying at my residence located at [your address].

Please find attached the necessary documents to assist with your visa application, including [list any documents, e.g., photocopy of my ID, proof of income, etc.].

I hope you will consider this invitation and look forward to your visit.

Best regards,

[Your Signature (if sending a hard copy)]

[Your Printed Name]

[Your Relationship to the Recipient]