

[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 formally invite you to visit me in [Country/City] from [Start Date] to [End Date]. During your stay, you will be residing at my home at [Your Address].

The purpose of your visit is [state the purpose, e.g., tourism, family visit, business meeting, etc.]. I assure you that I will take full responsibility for your accommodation, travel expenses, and any other costs that may arise during your visit.

Please find the following details regarding your visit:

- Duration of Stay: [number of days]
- Relationship: [Your relationship to the recipient]
- Financial Support: [Who will cover expenses]

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

Should you require any further information to facilitate your visa application, please do not hesitate to contact me.

Thank you, and I hope to see you soon.

Warm regards,

[Your Name]

[Your Signature (if sending a hard copy)]