

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

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

Dear [Recipient's Name],

I am writing to formally invite you to visit me in New Zealand. I am a resident of [City, New Zealand] and would be thrilled to have you as my guest from [start date] to [end date].

During your stay, I will ensure that you are comfortable and have an enjoyable experience exploring the beautiful landscapes and culture of New Zealand. I will also assist you with any necessities regarding your travel and accommodation.

Please find enclosed copies of my [passport/residency permit] and proof of my address to support your visa application. Should you need any further information or documentation, feel free to contact me.

I look forward to the possibility of welcoming you to New Zealand.

Warm regards,

[Your Name]  
[Your Signature (if sending a hard copy)]  
[Your Relationship to the Recipient]  
[Optional: Title/Occupation]