

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

Dear Sir/Madam,

I, [Your Full Name], born on [Your Date of Birth] in [Your Place of Birth], currently residing at [Your Full Address], am writing to formally invite [Guest's Full Name], who resides at [Guest's Address], to visit me in [Country/City] for a duration of [number of days] from [start date] to [end date].

The purpose of this visit is [briefly describe the purpose, e.g., tourism, family visit, business meeting]. During their stay in [City/Country], I will be responsible for [accommodation, meals, transportation, etc.].

I assure you that [Guest's Full Name] will return to their home country after the visit. I have attached the necessary documents to support this invitation, including a copy of my passport and proof of residence. Thank you for considering this invitation. Please feel free to contact me if you require any further information.

Sincerely,

[Your Signature]  
[Your Printed Name]