

[Your Full Name]

[Full Address, City, Postcode, Country]

[Phone] • [your.email@example.com]

Date: [DD Month YYYY]

The Visa Section

Embassy / Consulate of [Country]

[City]

Subject: Invitation Letter for [Guest Full Name] — [Visit / Tourist / Family] Visa

Dear Visa Officer,

I, [Your Full Name], born on [DD/MM/YYYY], am a [citizen / permanent resident / holder of a residence permit type] of [Country], passport / ID No. [000000000]. I live at the address above and work as [Job Title] at [Employer Name].

I am writing to invite my [relationship, e.g. brother / friend], [Guest Full Name], born on [DD/MM/YYYY], passport No. [AB0000000], a citizen of [Guest's Country], to visit me from [Arrival Date] to [Departure Date] for [purpose, e.g. a family visit and my wedding on DD Month YYYY].

During the visit, [Guest First Name] will stay with me at my home address above. [I will cover [his/her] accommodation and living costs / [He/She] will pay for the trip from [his/her] own funds], and the return ticket is booked for [Departure Date].

[Guest First Name] has strong reasons to return home, including [job / studies / family / property] in [Guest's Country]. I will make sure [he/she] leaves before the visa expires.

Please find enclosed a copy of my passport / ID, proof of address, [my residence permit] and [bank statements / employment letter]. You can contact me on [phone] or [email] if you need anything else.

Yours faithfully,

[Your Full Name]