[Date]  
[Country] Embassy,  
[Address]

**Subject: Letter of Invitation for [Applicant’s Name]: Passport No:XXX77777**

Dear Sir/Madam,

I am writing this letter to support the visitor visa application for [Applicant’s Name].

He/she is fully resident in [Applicant’s Country], and is my [state relationship]. He/she lives at [Applicant’s Address] and their home contact number is [Contact Number of Applicant].

I am a legal permanent resident of the [Host’s Country], and I live at [Host’s Home Address], and I work as [Host’s Occupation] – with a net income of [Host’s per year. I would like [Applicant’s Name] to come and visit me from [Date of Entry] to [Date of Exit] because of [state a reason such as a wedding, birthday, baby shower, graduation or job etc.]

My request is that he/she would be granted with a visa for this whole period, in which time I would be fully responsible and accommodate his/her well being. He/She will also be resident at my home, and following the expiration of his/her visa, I will see that [Applicant’s name] return to his/her home country.

All the necessary documentation is attached to this letter.

Thanks in anticipation of your favorable response.

Thank you.

Sincerely  
[Host’s Name]  
[Host’s Date of Birth]  
[Host’s Address]  
[Host’s Contact Number]  
[Host’s signature]