Sample of letter of invitation addressed to the guest

*[Date]*  
*[Host’s name]*  
*[Full address]*  
*USA*  
*Phone Numbers:*  
*(Work): [(xxx) xxx-xxxx]*  
*(Home): [(xxx) xxx-xxxx]*  
*Email: [email address]*

*To:*  
*[Visitor’s name]*  
*[Visitor’s Address]*

*Dear [Visitor],*  
*I invite you to visit us and spend your vacation in USA with us. We have planned to visit famous tourist places like [name of tourist places to visit]. It will also be an opportunity for you to see and experience the American culture and lifestyle.*

*I will be taking care of your entire USA tour expenses, including the round trip airfare food, housing, medical insurance and all your other personal expenses.*

*Herewith I am sending all the required documents for getting the necessary tourist visa from the US Consulate, [Name of US Consulate, e.g. Mumbai Consulate]*

*Sincerely,*  
*[Host ‘s name]*  
*[Host’s signature]*