Sample of Letter of Invitation addressed to the embassy

[Date]  
The [country] Embassy,  
[Address]

Letter of Invitation for [Visitor’s Name]: Passport No:XXX77777

Dear Sir/Madam

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

She / he is fully resident in [country], and is my [relationship]. She / he lives at [Visitor’s Address] and their home phone number is (YY)XXXXXXX.

I am a legal permanent resident of the [Guest’s Home Country], and I live at [Guest’s Home Address], and I work as [Guest’s Occupation] – with a net income of $XXX per year. I would like [Visitor’s Name] to come and visit me from [Date of Entry] to [Date of Exit] because of [you might give a reason as wedding, birthday, baby shower, graduation, etc.]

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

Kindly find attached, all necessary documentation required.

Thanks in anticipation of your favorable response

Thank you.

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