Sample of Letter of Invitation addressed to the guest

[Da*te]*

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

*Dear [Visitor’s Name],*

*As a follow-up to our phone conversation, please take this as a formal invitation to visit me in [country]. It’s been a long time since I last saw you [use a word that would describe your relationship: mom / dad / sister / my friend / my love etc.] and I am full of excitement that you will finally be able to meet all the people who have made my stay in [country] so beautiful.*

*While you are here, I will be responsible for your accommodation, feeding and movement around [country] from the day you arrive from [Visitor’s Home country] on [Entry Date] until the day you leave on [Date of Exit].*

*Herewith I am sending all the required documents for getting the necessary visa from the [country] Embassy.*

*Can’t wait to meet you here*

*[Host’s name]*  
*[Full address]*  
*[Country]*  
*Occupation: [Host’s occupation]*  
*Phone Numbers:*  
*Work: [(xxx) xxx-xxxx]*  
*Home: [(xxx) xxx-xxxx]*  
*Email: [email address]*  
*[Signatur*e*]*