Invitation letter samples

Sample Invitation Letter for Visitor Visa

The sample inviting letter below shows a typical invitation letter for a tourist visa or visitor visa from a friend.

To:                                                                                                                   Date:

Immigration Officer

[Embassy Name]

[Embassy Address]

[Embassy Phone Number]

Re: Invitation Letter for **[Applicant’s Name]** with **Passport No. \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

Respected Sir/Madam,

I, **[Inviting Person’s Name]** currently residing at **[Inviting Person’s Address],** and a citizen/permanent citizen of**[Country’s Name]**, am writing this letter to support the visa application of my friend**, [Applicant’s Name].**

The purpose of the visit of my friend, **[Applicant’s Name]**is to visit me and engage in tourism in **[Country’s Name].** Our long standing friendship has endured distance and time, and we have wanted to use the visit of my friend to reconnect and share old memories.

**[Applicant’s Name]** and I have been friends for **[enter number of years or length of time].**We have **[provide a description of activities or other events you have attended/done together].** This has led to us developing a close relationship and we have stayed in touch ever since.

**[Applicant’s Name]** will be visiting during the following dates: from **[Provide starting date of visit in format DD/MM/YY] to [Provide ending date of visit in format DD/MM/YY].**

During the specified trip dates above, we will be visiting **[Specify city/place names].** In addition, **[Applicant’s Name]** will be staying at **[Provide Inviting** **Person’s Address or Hotel Address].** The trip will be funded through **[Provide means of funding].**

Enclosures:

* Copy of inviting person’s Passport
* Copy of inviting person’s other ID
* Proof of relationship (you can attach pictures of events together or other supporting documents)
* Proof of accommodation
* Proof of return to home country (employment contract, property ownership, lease agreement, etc.)
* Other applicable documents

We sincerely request that you consider **[Applicant’s Name]** visa application and please do not hesitate to contact me for any questions or inquiries at **[Inviting Person’s Phone Number]** or **[Inviting Person’s E-mail].**

Kind regards,

**[Inviting Person’s Signature]**  
[Inviting Person’s Name]  
[Inviting Person’s Address]  
[Inviting Person’s Phone Number]  
[Inviting Person’s Email]