

Sample Invitation Letter for Visitor Visa

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]