

Invitation Letter Visa Sample:

(insert address of recipient organisation/consulate/embassy)

RE: Issue of Visitor's Visa

To Whom It May Concern/Dear Sir or Madam,

I am writing this request letter on behalf of (name of visitor as on passport) who is my (relationship with visitor). I would like them to come and visit (country name) for (period of time) from (give date) until (give date). The purpose of the visit is for my graduation/to attend a wedding/for tourism/to visit me (give details).

I confirm that my name is (give full name) and I work as (enter job title) at (enter company name) and have been doing so for (time period). As I am a (nationality) citizen, I am aware that I will be responsible for my visitors and during the visit they will be financed by me and themselves. During their visit, they will be staying with me/at a hotel at the following address (give details).

I will personally make sure that they return to (country name) before the expiration of their tourist visa. For any further information, please contact me.

I enclose the following documents: proof of address/hotel booking/occupation/passport

Yours faithfully,

(signature)

(full name)

(contact details)