Dear Mr. and Mrs. Smith,

We are looking forward very much to your visit to our country this summer. We are expecting you at the beginning of July and are hoping that you may stay until the end of the month or longer.

We consider it a privilege for us to receive you as guests in our house. We are very grateful indeed to you for consenting to come and stay with us. We are looking forward to oﬀering you hospitality in return for the hospitality you have kindly given us on many occasions.

We want you to understand that we will see to all your needs while you are with us and to any expenses that may arise.

Yours sincerely

**John and Mary**