

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]