

International Visitor Invitation Letter Sample with Arranged Lodging

[Your Name]
[Your Full Address]
[City, State, ZIP Code]
[Country]
[Email Address]
[Phone Number]
[Date]

[Visitor's Name]
[Visitor's Address]
[City, Country]

Subject: Invitation to Visit [Country/City] and Confirmation of Lodging Arrangement

Dear [Visitor's Name],

I am writing to formally invite you to visit me in [City, Country] for the period of [intended duration of visit, e.g., "three weeks, from June 10 to July 1, 2024"]. The purpose of your visit is [briefly state the reason, e.g., "tourism, family celebration, cultural exchange, business meetings, etc."].

I wish to confirm that I have arranged accommodation for you at my residence for the entire duration of your stay. My home address is:

[Your Full Address]
[City, State, ZIP Code]
[Country]

During your visit, I will be responsible for your lodging arrangements, and I will ensure your comfort and safety throughout your stay. If required, I am also able to provide further support, such as airport pick-up and local transportation.

Attached to this letter are supporting documents including a copy of my government-issued identification, proof of residence, and my most recent utility bill, validating my address and ability to accommodate your stay.

Please present this letter to the relevant embassy or consulate as part of your visa application process. Should you or the visa/immigration authorities require any additional information, please do not hesitate to contact me.

I look forward to welcoming you to [City/Country] and sharing this memorable experience together.

Sincerely,
[Your Name]