

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

[Consulate/Embassy Name or Recipient's Name]
[Address of Consulate/Embassy or Recipient]
[City, State, ZIP Code]
[Country]

Subject: Invitation for Family Visit with Attached Travel Itinerary

Dear [Recipient's Name],

I, [Your Full Name], residing at [Your Address], am writing to formally invite my [Relationship, e.g., mother, father, sister, etc.], [Invitee's Full Name], currently residing at [Invitee's Address], to visit me and my family in [Your City/Country] for a period of [intended duration, e.g., three weeks] from [Start Date] to [End Date].

The purpose of this visit is to [briefly state reason, e.g., spend quality family time, celebrate [occasion], sightseeing, etc.]. During their stay, I will ensure [Invitee's Name] has suitable accommodation at my residence and will be responsible for their welfare and all expenses related to their visit.

Please find below the planned travel and stay itinerary to support the visa application and facilitate smooth travel arrangements.

Personal Details of Invitee:

- **Full Name:** [Invitee's Full Name]
- **Date of Birth:** [Invitee's Date of Birth]
- **Passport Number:** [Invitee's Passport Number]
- **Relationship to Inviter:** [State Relationship]

Planned Travel Itinerary (Attached):

Date	Activity / Destination	Accommodation / Contact Info
[Date]	Flight from [City/Country] to [City/Country]	[Hotel/Residence Address, Contact Number]
[Date]	Arrival & settle at residence	[Your Full Address, Contact Number]
[Date]	City tour and sightseeing	[Tour details, Contact Info]
[Date]	[Planned Activity, e.g., family gathering]	[Venue Name/Address]
[Date]	Return flight to [Home Country]	[Flight Details]

Please let me know if you need any further information or supporting documents. I look forward to welcoming [Invitee's Name] and making their visit a memorable one.

Sincerely,
[Your Name]
[Your Signature, if sending a hard copy]