

# Invitation Letter with Sponsorship Sample for International Guest

Date: [Insert Date]

To Whom It May Concern,

I, [Host's Full Name], residing at [Host's Full Address], am pleased to invite [Guest's Full Name], holding passport number [Passport Number] and residing at [Guest's Full Address], to visit me in [City, Country] from [Start Date] to [End Date].

The purpose of [Guest's Name]'s visit is to [explain purpose; e.g., attend a conference, participate in an event, visit family]. During this stay, I will take full financial responsibility for all expenses, including round-trip airline tickets, accommodation, transportation within [Country], medical insurance, and daily living expenses.

Our relationship is [state your relationship, e.g., professional colleagues, relatives, friends]. Attached are copies of my identification, proof of residence, and financial documents verifying my ability to sponsor [Guest's Name].

I assure you that [Guest's Name] will return to [Guest's Country] upon completion of the visit and will comply with all legal requirements during their stay.

Please feel free to contact me at [Host's Email] or [Host's Phone Number] for any further information or documentation.

Sincerely,

[Host's Full Name]

[Host's Signature, if sending a printed letter]

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## Tips for Use:

- Customise all placeholders (shown in brackets) with accurate guest and host details.
- Attach required supporting documents (copy of passport, proof of sponsorship, etc.).
- Print on official letterhead for organisational or company-related visits.