

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]

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.