

# Sample Invitation Letter for Friend's Visa Interview Appointment

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

The Visa Officer  
[Embassy/Consulate Name]  
[Embassy/Consulate Address]  
[City, State, ZIP Code]

Subject: Invitation Letter for [Friend's Name] â€“ Visa Interview Appointment

Dear Sir/Madam,

I am writing to formally invite my friend, **[Friend's Full Name]**, who is residing at **[Friend's Address]**, to visit me in **[Your Country]** and attend their visa interview appointment scheduled for **[Date of Interview]** at your esteemed office.

I have been a resident of **[Country]** for **[Number of Years]**, and **[Friend's Name]** and I have been friends for **[Number of Years of Friendship]**. The purpose of **[his/her/their]** visit is to attend the visa interview and (if applicable) spend some time with me during the stay. I assure you that I will provide support and accommodation to **[Friend's Name]** for the entire duration of **[his/her/their]** visit and ensure that all local laws and regulations are respected.

I fully understand the responsibilities involved in hosting a visitor and will make sure that **[Friend's Name]** leaves **[Country]** before the expiration of **[his/her/their]** authorized stay. Enclosed are copies of my **[Passport/ID]**, proof of residence, and any other documents you may require.

Please feel free to contact me if you require any further information or clarification regarding this invitation.

Thank you for considering this invitation and for processing **[Friend's Name]**'s visa application.

Yours sincerely,  
[Your Signature (if sending by mail)]  
[Your Printed Name]