**EMAIL TEMPLATE**

**INVITATION LETTER FOR TOURIST VISA**

To:

Date:

Immigration Officer

**[Embassy Name]**

**[Embassy Address]**

**[Embassy Phone Number]**

Re: Invitation Letter **for [Applicant’s Name]****with Passport No. *\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_***

Respected Sir/Madam,

I, **[Inviting Person’s Name]** currently residing **at [Inviting Person’s Address],** and a citizen/permanent citizen **of [Country’s Name]***,* am writing this letter to support the visa application of my friend**, [Applicant’s Name].**

The purpose of the visit of my friend**, [Applicant’s Name]**is to visit me and engage in tourism in **[Country’s Name].**Our long-standing friendship has endured distance and time, and we have wanted to use the visit of my friend to reconnect and share old memories.

**[Applicant’s Name]** and I have been friends for **[enter number of years or length of time].** We have **[provide a description of activities or other events you have attended/done together].** This has led to us developing a close relationship and we have stayed in touch ever since.

**[Applicant’s Name]** will be visiting during the following dates: **from [Provide starting date of visit in format DD/MM/YY] to [Provide ending date of visit in format DD/MM/YY].**

*During the specified trip dates above, we will be* **visiting [Specify city/place names].***In* addition, **[Applicant’s Name] will be staying at [Provide Inviting Person’s Address or Hotel Address].** The trip will be funded through **[Provide means of funding].**

Enclosures:

* Copy of inviting person’s Passport
* Copy of inviting person’s other ID
* Proof of relationship **(you can attach pictures of events together or other supporting documents)**
* Proof of accommodation
* Proof of return to home country **(employment contract, property ownership, lease agreement, etc.)**
* Other applicable documents

We sincerely request that you consider **[Applicant’s Name]** visa application and please do not hesitate to contact me for any questions or inquiries at**[Inviting Person’s Phone Number]**or**[Inviting Person’s E-mail]*.***

Kind regards,

**[Inviting Person’s Signature]**  
**[Inviting Person’s Name]  
[Inviting Person’s Address]  
[Inviting Person’s Phone Number]  
[Inviting Person’s Email]**