[Your Name]

[Your Address]

[City, State ZIP Code]

[Email Address]

[Phone Number]

[Date]

United States Consulate General

[Consulate Address]

[City, State ZIP Code]

Dear Sir/Madam,

I am writing to formally invite **[Name of Visa Applicant]** to come to **[Your City, State]** to see me. **[Name of Visa Applicant]** is my **[connection to you, e.g., friend, family member, coworker]**, and I'd like to invite **[him/her]** to stay with me during **[his/her]** visit to the United States.

**[Name of Visa Applicant]** will arrive in the US on **[date]** and depart on **[date]**. The reason for **[his/her]** visit is **[tourist, business, visiting family and friends, etc.]**. **[Name of Visa Applicant]** previously visited the United States on **[date(s) of prior visit(s)]**, and I can guarantee you that **[he/she]** has always followed the requirements of **[his/her]** visa and has never overstayed.

I assure you that **[Name of Visa Applicant]** has my full support and will cover all of **[his/her]** expenditures throughout the stay. **[Name of Visa Applicant]** works as **[his/her profession]** at **[Company name, Address, Contact number]**, has a good cause for visiting the United States, and will return to **[his/her country]** at the end of the stay. **[Name of Visa Applicant]** has requested a leave of absence from **[his/her job]** and will return to work on **[date]**.

I respectfully request that you grant **[Name of Visa Applicant]** a tourist visa since **[he/she]** has expressed a desire to return to **[his/her country]** following the visit. Please locate a copy of **[his/her]** passport, evidence of **[his/her]** work, a bank statement, and a letter of leave of absence attached.

Please let me know if you require any further information or papers, and I will gladly send them.

Thank you for your attention and time.

Sincerely,

**[Your Name]**

**It is vital to note that the following is an example letter. The actual letter should be tailored to your specific scenario and the needs of the Consulate or Embassy to whom you are sending the letter.**