Invitation Letter for Visa Sample, Format & Template (2026)

What an officer checks in this document — and what gets it refused.

What this document must contain

One page, written and signed by the host, dated within a month of your submission. Plain paper is fine for a private host; a company invitation goes on letterhead. It must name the host, their address and their status in that country; name you exactly as your passport does, with your passport number; state your relationship and how it began; give exact arrival and departure dates; and say clearly where you will stay and who is paying for what. The host's contact details must be real and answerable.

Do

• Have the HOST write and sign it, not you
• Name the applicant exactly as the passport does
• Give exact arrival and departure dates
• Attach the host's status and address proof
• State plainly who is paying for what

Do not

• Don't send a letter with no host documents attached
• Don't say 'sponsor' unless the host really is paying
• Don't use vague dates like 'for two weeks in summer'
• Don't get it notarised or apostilled — it is not required
• Don't let the letter contradict your own bank statements

Mistakes that get this document refused

• Applicant writes the letter themselves and the host only signs
• No copy of the host's passport or residence permit
• Relationship stated as 'friend' with nothing showing how they know each other
• Dates on the letter do not match the flight booking or the application form
• Letter promises sponsorship the host cannot evidence

The finished document

A sample of this invitation letter is on the guide page, free to read:
https://www.sureshotvisa.com/documents/invitation-letter-for-visa
The version filled in with your own details — and read by a consultant at our licensed firm before you submit it — is a paid service. Start it from the guide page above.