[Date of the inquiry]  
  
To Passport, Visa and Legalisation Office (BPVL-MAEE)  
6, rue de l'Ancien Athénée  
L-1144 Luxembourg  
Luxemburg

### **Invitation Letter for [Name Surname] with Passport No. [000000]**

Dear Sir/Madam,

I, [Your Name Surname], currently residing at [Address in Luxembourg] and a citizen of [Country of nationality], am writing this letter to support the Schengen visa application of [relationship status and Name Surname of the invitee]. [She/he] was born on [Date of birth], and currently resides at [Address of residence of invitee].

The purpose of the visit is to [reason for the visit of the person, such as seeing family or tourism. Add more details on your intention to see the person and some reasoning behind it, such as: *We have not seen each other for many years and would appreciate the opportunity to spend time together. It has long been my wish to show the life I have built in Luxembourg.*]

[The invitee] will visit from [dates of the planned visit]. We plan to [mention the plan for the visit, what will you do, how the preparation has been done].

[She/he] will be staying at our home at [Address in Luxembourg where the guest will be staying]. This trip is funded by [here you can mention your sponsorship, providing information about your funds, or how the trip will be paid by the person visiting].

I appreciate your consideration of this Schengen visa application.   
Please contact me directly if you have any questions or concerns.

Sincerely,  
[Your Name Surname

Contact details, how you can be reached, such as email, phone number and address]