SCHENGEN VISA TEMPLATE

Host Invitation Letter (blank)

How to use: text in *[square brackets]* is a fill-in field or guidance note. Replace or delete every bracket before you print and sign.

Before you start — France, and possibly Germany and Spain

If you will stay with a private host in **France**, this letter is not enough. The host must obtain an **attestation d'accueil** from the town hall (*mairie*) of the place where you will stay. The French government's page states that it costs €30 in tax stamps, that the host must apply in person and sign at the counter on form cerfa n°10798, and that the mairie must validate it **before** the visa application is made. Germany (*Verpflichtungserklärung*) and Spain (*carta de invitación*) also use official host documents in some situations — the host should confirm with their local authority before relying on this letter. Source: service-public.gouv.fr, attestation d'accueil (F2191), checked 7 November 2026.

The letter

Written and signed by your host, not by you.

[Host's full name]
[Street and number, postcode, city, country]
[Phone] · *[Email]*

[City], *[date]*

To: The Visa Section
[Embassy or Consulate of (country)]
[City]

Subject: Invitation letter for *[applicant's full name]*, passport no. *[number]*

Dear Sir or Madam,

I, *[host's full name]*, born *[date of birth]*, *[nationality]*, holder of *[passport / residence permit]* no. *[number]* and living at *[full address]*, am a *[citizen / legal resident]* of *[country]*. I would like to invite *[applicant's full name]*, born *[date of birth]*, passport no. *[number]*, who is my *[relationship, e.g. cousin / friend since (year)]*, to visit me from *[arrival date]* to *[departure date]*.

The purpose of the visit is *[e.g. to spend the holidays with my family / to attend my wedding on (date)]*. During the stay, *[applicant's first name]* will live at my address shown above, free of charge. *[If you are also paying for other things: I will also cover (meals / local transport / all costs) during the visit.]*

I confirm that *[applicant's first name]* intends to return to *[home country]* on *[departure date]*.

Enclosed with this letter:

1. Copy of my *[passport / residence permit]*

2. Proof of my address: *[rental contract / property deed / utility bill dated within the last 3 months]*
3. *[My bank statements for the last 3 months, if I am also covering costs]*
4. *[Evidence of our relationship: photographs, family documents]*

Please contact me on the telephone number or at the email address above if anything needs to be confirmed.

Yours faithfully,

[Handwritten signature]
[Host's full name]

Before you submit — check each line

- [ ] Host's full name, date of birth, nationality and full address
- [ ] Host's passport or residence-permit number, and whether they are a citizen or a legal resident
- [ ] Applicant's full name, date of birth, passport number, and how the two of you know each other
- [ ] Exact arrival and departure dates, matching the flights and itinerary in the rest of the file
- [ ] The address where the applicant will stay, and confirmation that it is free of charge if it is
- [ ] The purpose of the visit
- [ ] Any other costs the host covers, each one named
- [ ] Date, place, the host's phone and email, and a handwritten signature

Invitation letter or sponsorship letter?

An invitation letter says who is hosting you and where you will stay. A sponsorship letter says who pays. If your host does both, put both in one letter and attach both sets of documents.

What gets these letters rejected

The letter is not signed by hand, or carries no date. The dates do not match the flights or itinerary. There is no copy of the host's ID or proof of address. The host's address differs from the address written on the application form. Or the applicant's cover letter never mentions the host at all.