

[Place], [dd] [mm] [yyyy]

To whom it may concern

Regarding: Indonesia Visa Application of [Applicant Name]

I am writing this letter to confirm that [Applicant Name], as on their passport, is [relationship with applicant] and I would like to invite them to visit me in [city], Indonesia from [arrival date - departure date]. The purpose of their trip will be to [purpose of visit].

I confirm that [Applicant Name] will be staying with me at my residence during their stay. The address of my residence is [complete address], Indonesia. They will stay in Indonesia for a total of [days] days. The cost of [Applicant Name] trip will be covered by [applicant or inviter].

Their personal details are listed below:

Full Name :  
Date of Birth :  
Nationality :  
Address :  
Passport Number :  
Passport Issued Date :  
Passport Expiry Date :  
Phone Number :  
Relationship :

I am currently working at [Inviter Occupation and Work Place], Indonesia. I enclosed the following documents to be submitted for Indonesia Visa Application of [Applicant Name]:

1. A scanned copy of my passport confirming my present citizenship status
2. Scanned copy of my national ID

For future reference, below are my personal details as follows:

Full name :  
Date of Birth :  
Nationality :  
Passport Number :  
Phone Number :

I would be grateful if you could provide them with the necessary Visa and Entry Permit. Please do not hesitate to contact me should you require any further information.

Kind regards,

[Inviter Signature]

[Inviter Name]