[Your Name]

[Company Name]

[Street Address]

[City, ST ZIP Code]

[Date]

Embassy of Switzerland

New Delhi

**Subject: Invitation letter for parents to visit Switzerland**

Dear Embassy of Switzerland:

I would like to invite my parents (father & mother) to visit me in Switzerland from **01-Jan-2018** for a duration of **20** days. Please find below the necessary details for the invitees.

|  |  |
| --- | --- |
| Names: | Father’s full name, Mother’s full name |
| Relationship: | Father, Mother |
| Nationality: | Indian |
| Passport Nos.: | A0000000, B0000000 |
| Arrival Date: | 01.Jan.2018 |
| Stay duration: | 20 days |
| Purpose: | Family visit |

I hold a residence permit B (XX0000000) and am currently working as a doctoral researcher at ETH Zurich in Switzerland. I will provide accommodation and food during their stay in Switzerland and they will stay with me at the following address:

**Address:** XYZstrasse 99, CH-80XX, Zurich

Copies of my passport and residence permit are enclosed with the application. I request you to kindly issue a necessary VISA for them at the earliest.

Sincerely,

[Your Name]

encl: 1. copy of residence permit  
 2. copy of passport