

[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