

Sample Invitation Letter
www.edmontonnotary.com

From: John Doe
12345 54th St NW
Edmonton, AB
T1A 2B3

To: Canadian Embassy or Consulate

Re: Issuance of visitor's visa to my parents

Dear Sir/Madam,

I, John Doe, work as a Crane Operator at XYZ Corporation, based out of Edmonton, Alberta, and I earn \$45,000.00 per year. I would like to invite my parents, Jane Doe and Bobby Doe, to visit Canada. They will be staying with me at my apartment at the above-mentioned address for 3 weeks. They will arrive on October 1st 2012, and leave on October 22nd, 2012.

During their stay in Canada, I will bear all responsibilities including, but not limited to, financial responsibilities, return airfare from CDG to YEG and back, travel expenses within Canada, medical insurance, housing and food.

I will personally make sure that they leave Canada before the expiration of their authorized stay. I have attached income, citizenship and employment documentation.

I respectfully request that you grant a visitor's visa to my parents.

Thank you very much,

John Doe.

Host Information
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Name: John Doe
Date of birth: January 24th, 1962
Address: 12345 54th St NW, Edmonton, Alberta, T1A 2B3
Occupation: Crane Operator
Phone: 780-669-0907
Status: Canadian Citizen

Visitor Information
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Name: Jane Doe
Date of birth: March 4th, 1934
Address: 1234 Rue de Vie, Paris, France
Occupation: Retired
Phone: +1 389 39382775
Relationship: Mother

Name: Bobby Doe
Date of birth: June 5th, 1945
Address: 1234 Rue de Vie, Paris, France
Occupation: Retired
Phone: +1 389 39382775
Relationship: Father

Overview

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Your letter must include the following information about the person being invited:

- * Complete name.
- * Date of birth.
- * The person's address and telephone number.
- * Your relationship to the person being invited.
- * The purpose of the trip.
- * How long the person you are inviting intends to stay in Canada.
- * Details on accommodation and living expenses.
- * The date the person you are inviting intends to leave Canada.

Your letter must also include the following information about the person writing the letter:

- * Complete name.
- * Date of birth.
- * Address and telephone number in Canada.
- * Occupation.
- * Whether you are a Canadian citizen or Permanent Resident
- * A photocopy of a document proving your status in Canada. For instance, a Canadian birth certificate if you were born in Canada or a Canadian citizenship card if you are a naturalized citizen. If you are Permanent Resident, you must send proof of your permanent resident status (a copy of your PR card or your IMM 1000 proof of landing).

Sample 2

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March 27th, 2005

Hello Daddy & Mummy,

As follow-up to our telephone discussion, please take this as a formal invitation to Montreal for a visit. Please plan to come around June 10th 2005 so that you can stay for about 2 – 3 weeks and celebrate my birthday with us on 28th of June 2005. This will be a great opportunity for you to see your first grandchild, Johnson. All my friends and church members are so eager to see you again.

Love u lots,

OlaLekan Adekoga

GUESTS:

Name: Dr. Babajide Adekoga
Address: 1 salle st, Ebutte Metta, lagos State Nigeria
Date of Birth - May 12, 1940
Telephone: +2348032173333
Relationship: Father.

Name: Mrs. Titilope Adekoga
Address: 1 salle st, Ebutte Metta, lagos State Nigeria
Date of Birth - Aug 12, 1948
Telephone: +2348032173333
Relationship: Mother.

HOSTS:

Name: Mr Olalelkan Adekoga
Address: #102, 234 Sherbrooke Ave, Montreal, Quebec. H4g 2k2, Canada.
Date of Birth: 28th June, 1978
Telephone: 1-514-444-2233
Status in Canada – Citizen
Profession: Computer Engineer, Nortel networks

Name: Mrs. Temitope Adekoga
Address: #102, 234 Sherbrooke Ave, Montreal, Quebec. H4g 2k2, Canada.
Date of Birth: 5th December, 1980
Telephone: 1-514-444-2233
Status in Canada – Permanent Resident
Profession: Accountant, Royal Bank.