

Sample invitation letter to provide in support of visitor visa application

Please note that this letter is an example only and should be adapted by you to suit your situation

(Your UK contact details)

Date

To Whom it may Concern

Regarding: *(Name of visitor(s), their date of birth, (dd/mm/yy), nationality)*

I am writing to confirm that *(name of visitor(s) as on their passport)* is my *(relationship to you, ie friend, father, mother)* and I would like to invite *(him/her/them)* to visit me in Greenwich/Rochester from *(date)* to *(date)*. The purpose of their visit is *(for a short holiday/to attend my graduation ceremony)*.

I am currently studying/have just finished my course *(delete as necessary)* at the University of Greenwich and I enclose a letter confirming my registration. I am due to complete my programme of study in *(month/year)* and will then graduate on *(dd/mm/yy)*.

If you will be funding your visitor(s) during their stay include the paragraph below

I confirm that I am *(self-funded/funded by my parents/funded by a sponsor)* and I receive *(£xxx each month/£xxx each year)*. I have enclosed evidence of this. I will be supporting *(name of visitor(s))* during their stay in the UK.

If you will be providing your visitor with accommodation during their stay, include the paragraph below

I confirm that *(name of visitor(s))* will be staying with me at my house during their stay. I have enclosed evidence of my accommodation and my address is:

(write your address here, include your contract and/or letter from your landlord/agent)

If your visitor(s) will be staying in a hotel or hostel during their stay include the paragraph below

I confirm that *(name of visitor(s))* will be staying at *(name of hotel/hostel)*. I have enclosed evidence of the booking and the address is

(write the name and address of the hotel/hostel here and include evidence of the booking)

I enclose the following evidence

- 1 A copy of my passport and/or Biometric Residence Permit showing my present visa conditions
- 2 A University registration letter
- 3 My financial evidence (if applicable)
- 4 Evidence of my accommodation (if applicable)
- 5 Evidence of hotel/hostel booking (if applicable)

Please contact me if you need further information.

Yours faithfully

Your signature

Print your name