

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

Visa Section  
British Embassy  
City (e.g. Beijing)  
Country (e.g. People's Republic of China)

Your address

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))* is my *(friend, farther, mother, grandparent)* and I would like to invite *(him/her/them)* to visit me in Birmingham from *(date)* until *(date)*. The purpose of their visit is *(for a short holiday/to visit me whilst I study in the UK/to attend my graduation ceremony)*.

I am a student at the University of Birmingham. I am due to complete my course in *(month/year)* and will then graduate in *(mid July/mid December – choose the relevant date)*. I have enclosed a letter from my University.

***(If you will be funding your visitor 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 *(£xx 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 in Birmingham 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 *(write the hotel or hostel name here)*. I have enclosed evidence of the booking and the address is:

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

I would be very grateful if you would approve request for a UK visa so that *(he/she/they)* can visit me. I hope the necessary visa arrangements can be made as soon as possible. Please find enclosed the following evidence:

- Letter from University of Birmingham confirming my registration.
- A copy of my passport and current student visa and/or Biometric ID Card
- My financial evidence *(if applicable)*.
- Evidence of my accommodation *(if applicable)*.
- Evidence of hotel/hostel booking *(if applicable)*.

Yours faithfully

*(Your signature)*  
*(Print your name)*