

## 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*