

SAMPLE LETTER OF INVITATION FOR FRIENDS/FAMILY VISITING YOU IN THE UK

[Your name]
[Your address]

Entry Clearance Officer
[Embassy Name]
[Address]

[Date]

To Whom It May Concern,

Re: Application for visit visa: [Name of family member/friend; Date of Birth; Nationality]

I am writing to confirm I wish to invite [name of friend/family member, relationship to you] to visit me in the UK for [number] weeks/months in order to [attend my graduation ceremony/have a short holiday/other reason]. I hope s/he will be able to come from [give full dates].

I am studying at Bradford College / I have recently completed my course at Bradford College and have leave to remain until [date].

I am able to accommodate him/her for the duration of his/her stay in the UK / I have booked a hotel/bed and breakfast nearby. S/he will be staying at the following address:
[address]

Comment [u1]: Use this line if your visitor is staying in your own accommodation with you.

Comment [u2]: Use the address if you know where your visitor will stay.

Comment [u3]: As appropriate

I have enclosed the following documents:

- Copy of passport
- Copy of UK Student Visa
- Proof of student status
- Tenancy agreement/proof of hotel booking

Should you require any additional information, please do not hesitate to contact me.

Yours faithfully,

Mr/Miss/Ms (as appropriate) [Your name]