

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

[Your name]
[Your address]

Entry Clearance Officer
[Embassy name]
{Embassy address}

[Date]

To Whom It May Concern,

I am writing confirm that I wish to invite my [relationship to you, father or friend including their full name - e.g. my Father, John Michael Smith], date of birth [e.g. 01/01/1980], nationality [e.g. British] to visit me in Salford/Manchester from [e.g. 05/06/2015] until [e.g. 10/06/2015]. The purpose of their visit is [to attend my graduation ceremony/specify other reason].

I am currently studying/have just finished my course at The University of Salford and I have enclosed a letter confirming my registration.

If you will be funding your visitor/s during their stay, include the paragraph below:

I confirm that I will be funding [full name of visitor/s] during their stay in Salford/Manchester. I have enclosed evidence of this in the form of [type of evidence, e.g. bank statements/sponsor letter].

If your visitor/s will be staying with you during their stay, include the paragraph below:

I confirm that I can accommodate [full name of visitor/s] at my house during their stay in Salford/Manchester. I have enclosed evidence of my accommodation in the form of [type of evidence, e.g. tenancy agreement/letter from landlord]. My address is:

[Your address]

If your visitor/s will be staying in a hostel or hotel during their stay, include the paragraph below:

I confirm that [full name of visitor/s] will be staying at [hostel/hotel name] during their stay in Salford/Manchester. I have enclosed evidence of the booking. The address of the hostel/hotel is:

[Hostel/hotel address]

I have enclosed the following supporting documents:

- A copy of my passport;
- A copy of my visa;
- A letter confirming my registration at Salford University;
- *Evidence of my accommodation (if applicable);*
- *Evidence of my hostel/hotel booking (if applicable);*
- *My financial evidence (if applicable).*

If you require any additional information, please do not hesitate to get in contact with me.

Yours faithfully,

[Your signature]

[Print your full name]