



Sample Invitation Letter – Visitor Visa

Your name & Address

Date

Dear Sir / Madam,

Re: Application for visit visa for: **Name of family member* / friend, their date of birth and nationality**

I am writing to confirm I wish to invite **[name of family member(s) / friend]** to visit me in the UK for **[how long; days / weeks / months]** for **[a holiday / attendance to my graduation / other reason]**. I hope **[she / he / they]** will be able to come on **[give date]**.

I am currently studying at Keele University / I have recently completed my course at Keele University and have leave to remain until **[give the date your visa expires]**.

I will be able to accommodate my visitor for the duration of their stay in the UK. Please see the enclosed evidence of my accommodation / please see enclosed hotel / bed & breakfast booking / I will find a hotel / bed and breakfast nearby.

I have also enclosed evidence of my financial status (if you are paying for your guests living costs while they are visiting).

Enclosed are also the following documents:

- Copy of my passport & visa / biometric card
- Student Status letter from Keele University
- Tenancy agreement / proof of hotel / bed & breakfast booking
- 3 months bank statements (if necessary)

If you require any further information please do not hesitate to contact me

Yours faithfully

[sign here]

Mr / Miss / Ms / Mrs (as appropriate)

[print your full name here clearly]

*if you are inviting both parents or more than one friend you should do one letter inviting them and include it with both applications.