**[SAMPLE TEMPLATE INVITATION LETTER – AMEND OR DELETE THE SECTIONS IN RED]**

[YOUR UK ADDRESS, EMAIL & TELEPHONE NUMBER]

[DATE]

To whom it may concern:

**Application for Standard Visitor Visa:**

1. [FULL NAME, DATE OF BIRTH, NATIONALITY, RELATIONSHIP]

2. [FULL NAME, DATE OF BIRTH, NATIONALITY, RELATIONSHIP]

3. [FULL NAME, DATE OF BIRTH, NATIONALITY, RELATIONSHIP]

ETC.

This is to confirm that the above named [is/are] my [PARENT(S)/FRIEND(S) ETC.]. I am inviting [her/him/them] to visit me in the UK for [two weeks] in order to [attend my graduation ceremony/ take a holiday]. I hope [he/she/they] will be able to travel to the UK around [date].

[I am studying/I have recently completed my studies] at the University of the West of England, Bristol and I have permission to be in the UK as a student until [visa expiry date]. Please find evidence of [my studies /entitlement to graduate] enclosed, as well as photocopies of the relevant pages of my passport and of my current UK visa.

[Add or delete the following as appropriate:

* He/she/they will be bringing funds for her/his/their own support and will provide you with documentary evidence.
* I will be supporting him/her/them during his/her/their stay. I am enclosing my last three months’ bank statements as evidence of my ability to support them.
* He/she/they will be staying with me for some or all of his/her/their stay. Please find enclosed a copy of my tenancy agreement and a letter from my landlord as supporting evidence.
* Please find enclosed proof of a hotel booking]

If you need further information, please do not hesitate to contact me.

I am grateful for your assistance in this matter.

Yours faithfully

[Your signature here]

[Print your name]