

Sample Invitation Letter

**For reference only. Please write your letter in your own words based on your own personal circumstances.*

[Date]

[Your address]

[Your telephone number]

Dear Visa Officer,

Re: Letter of Invitation for my **[relationship to you]**, **[person's name]**.

I am writing to support the Temporary Resident Visa application for my **[relationship to you]**, **[Name]**. The purpose of **[his/her/their]** trip is to **[state the purpose, e.g., attend my convocation]**. **[Name]** will stay at **[address of their residence in Canada]** for a total of **[number]** days, arriving on **[arrival date]** and departing on **[departure date]**. The travel and living expenses for the duration of the visit will be covered by **[Name]**.

[Name]'s personal details are as follows:

Date of birth: **[Date]**

Address in **[country]**: **[Full address]**

Telephone: **[+ Country code and phone number]**

I am currently a student at Capilano University in North Vancouver, BC. I hold a valid study permit, a copy of which is enclosed with this letter.

My personal details are as follows:

Date of birth: **[Your date of birth]**

Current address in Canada: **[Your address]**

Telephone: **[+1 and your phone number]**

Email address: **[Your email address]**

Please do not hesitate to contact me if you require any further information.

Sincerely,

[Your name]

Enclosure