**Sample Invitation Letter for Family and Friends**

(Insert your name)  
(Insert your address)  
(Insert your email address & telephone number)

Date

To Whom It May Concern:

**Re: Application for visitor visa**  
**(Insert name of family member\*/friend)**  
**(Insert their date of birth)**  
**(Insert their nationality)**

I am currently studying (insert your course title) at the University of West London. Please find enclosed a student status letter in confirmation of this. Also enclosed are photocopies of my passport details page and my current UK visa. I am writing to confirm that I wish to invite (insert name of friend/family member) to visit me in the UK for [?] weeks/months in order to attend my graduation ceremony/have a short holiday/other reason (delete as appropriate). He/she (delete as appropriate) would like to come on (give date).

(Insert your visitor’s name) will be staying at (insert the full address of where your visitor will be staying. If your visitor will be staying with you and will not need to pay accommodation expenses during his/her trip, you should add this to your letter.)

(Please add a final sentence saying how the visit will be funded, for example: “they will include a bank statement with their visitor visa application as evidence of their ability to finance their visit to the UK”).

Please do not hesitate to contact me should you have any questions.

Yours faithfully

(Add your signature)

(Insert your name)