**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]*