

SAMPLE

[Your Address]

[Your Telephone number]

[Your email address]

[Date]

Letter of Invitation for (indicate name of [parents, mother or father or other]

Dear Sir/Madam,

My name is **(indicate your complete name)** and my date of birth is **(indicate your date of birth)**. I am a student at Fairfax University of America and have a valid Study Permit, a copy of which is attached for your reference. I am writing on behalf of my parents who are applying for a Visitor Visa.

My parents **(or indicate the relationship to you)** are Mr. **(indicate complete name)** and Mrs. **(indicate complete name)**, born on **(indicate date of birth of father/relative)** and **(indicate date of birth of mother/relative)**, respectively. Their current residence is **(indicate address of parents, etc. and telephone number)**. They are applying for the visa, so that they may visit me for a few **days/week/weeks/month** from _____ to _____ **(indicate dates of expected visit to the DC area)**. Their intention is to attend my graduation on May XX, 20XX, and as you can imagine, it is important to both me and them that they be in attendance so we may celebrate this special moment together.

I have arranged for my parents (or other) to stay with me at the above indicated address, and they will be responsible for their own financial support for the duration of their visit. Considering the possible cost of travel and the time needed to make travel plans for such a length of time, I would greatly appreciate your attention to this matter at your earliest convenience.

If you have any questions regarding this invitation letter, then please do not hesitate to contact me.

I thank you for your attention to and cooperation in issuing my parents (or other) their Visitor Visa.

Best regards,

(Your signature)