[*insert your name*

 *address*

 *telephone number here*]

14 January 2021

TO WHOM IT MAY CONCERN – UK Visas and Immigration

I, [your name here] (date of birth; xx-xx-19xx) would like to extend an invitation to the person(s) named below to come to the UK for a short visit of [*add duration in weeks or months here to a maximum of 6 months*] to *[insert reason for visit, e.g. attend my graduation, visit me*].

I would like my [*first relative e.g. mother, father etc*],

[*first relative’s name*], date of birth; xx-xx-19xx

My [*second relative*],

 [*second relative’s name*], date of birth; xx-xx-19xx

{*you can continue to add as many relatives as required*}

I have accommodation available at [*your address here unless it is a) student halls of residence or b) they are staying in a hotel, in which case delete this paragraph*].

I would be grateful for your assistance in securing the necessary approval for my family to travel to the UK for this period of time. I would be happy to provide any additional information should this be required.

Yours faithfully

[your signature and name]