

**[insert your name
address
and telephone number here]**

[today's date]

TO WHOM IT MAY CONCERN

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]

*note that your family member will be required to show evidence of funds to support their time in the UK