British Embassy/Consulate]

[Address]

[City]

[Postcode]

[Country}

[Todays date]

For the attention of the Entry Clearance Officer,

I am writing in support of the visa application for my [friend/wife/husband/mother etc.]

I, [your name] [your date of birth], would like to invite my [friend/wife/husband/mother etc.] [Their name] to come and visit with me in the UK from [Period of Stay] to [End of Trip].

Throughout this visit, my [friend/wife/husband/mother etc.] will stay (with me) at my address/ this accommodation:

[Hotel name (if applicable)], [Address], [City], [Postcode], [Country]

I have adequate accommodation and sufficient funding to sustain him/her/them during his/her/their visit. Or I have enclosed a hotel booking

I am currently in the UK as a [immigration status e.g. Tier 4 (General) Student, Student, Dependant] visa holder and my immigration permission will expire on [dd/mm/yyyy].

I have enclosed a copy of my immigration permission and passport ID details page for your information.

Should you require any further information, please do not hesitate to contact me. My e-mail address is [e-mail address] and my telephone number is [telephone number +44, then UK code].

Yours faithfully,

[Your Signature and name]

**Encs**: copy of my passport and/or Biometric Residence Permit, copy of my accommodation contract / tenancy agreement (if your family / friends are staying with you), a copy of a recent bank statement and sponsorship letter (if you will be supporting your family / friends)