SAMPLE LETTER: INVITATION TO FAMILY MEMBER OR FRIEND FOR YOUR

GRADUATION CEREMONY/or HOLIDAY

[Your own address and contact details in

the UK]

[Date]

The Entry Clearance Officer

[Name of applicable British Embassy, British High Commission or consulate]

OR, if your visitor is a non-visa national:

The Immigration Officer

[name of airport and terminal where your visitor will arrive]

Dear Sir or Madam

I am writing to invite my [relationship e.g. mother or friend], [full name as it appears on your

visitor’s passport], date of birth , nationality to my University of Sheffield

graduation ceremony which will take place on [day/month/year/] /or to visit me in the Uk for a holiday.

I am inviting them to stay with me in the UK from [date] to [date]. The address at which they

will be staying at is [*address of accommodation if known and if they are booking hotel they should provide booking reference*]

While [name of your visitor] is here, we also plan to [*give details of what you will be doing if*

*your visitor will be staying longer, for example have a holiday, visit other parts of UK]*

I am currently studying/ have just finished my course at the University of Sheffield and enclose copies of my passport details page and my current student visa [or Biometric ResidencePermit) and my Student Status certificate [if applicable].

Please contact me if you need further information.

Yours faithfully

[your signature]

[your name]