

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  
I have also enclosed my Student Status Certificate as proof of my registration at Royal Holloway, University of London.

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, My Student Status Certificate, 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)