Date: [insert todays date]

Dear Entry Clearance Officer,

Re: [insert full name of your guest and their date of birth]

I am currently studying at the University of Essex and have a [insert details of your visa i.e. Tier 4] visa that is valid until [insert your visa expiry date], a copy of my passport and visa is enclosed.

The above named is my [insert relationship to you i.e. brother]. He/She is planning to visit me [insert the reason for the visit i.e. whilst on holiday, to attend my graduation] and will shortly be applying for a visa.  The visit is expected to be from/for [insert arrival and departure dates or duration of visit i.e. one month] and during this time he/she is planning to stay at the following address:

[Insert the address for where your visitor plans to stay]

Yours sincerely,

[insert your full name and address]