**Please note that this letter is an example only and should be adapted by you to suit your situation.**

Visa Section Your address

British Embassy

City (e.g. Beijing)Date

Country (e.g. People’s Republic of China)

To whom it may concern,

**Regarding:** (Name of visitor(s), their date of birth, (dd/mm/yy), nationality)

I am writing to confirm that *(name of visitor(s)) is my (friend, farther, mother, grandparent)* and I would like to invite (*him/her/them)* to visit me in Birmingham from *(date)* until *(date)*. The purpose of their visit is *(for a short holiday/to visit me whilst I study in the UK/to attend my graduation ceremony).*

I am a student at the University of Birmingham. I am due to complete my course in *(month/year)* and will then graduate in *(mid July/mid December – choose the relevant date)*. I have enclosed a letter from my University.

# (If you will be funding your visitor during their stay include the paragraph below)

I confirm that I am (self-funded/funded by my parents/funded by a sponsor)and I receive (£xx each month/£xxx each year). I have enclosed evidence of this. I will be supporting (name of visitor(s)) during their stay in the UK.

# (If you will be providing your visitor with accommodation during their stay, include the paragraph below)

I confirm that *(name of visitor(s))* will be staying with me at my house in Birmingham during their stay. I have enclosed evidence of my accommodation and my address is:

(write your address here)

(include your contract and/or letter from your landlord/agent)

**(If your visitor(s) will be staying in a hotel or hostel, during their stay, include the paragraph below)**

I confirm that *(name of visitor(s))* will be staying at (write the hotel or hostel name here). I have enclosed evidence of the booking and the address is:

(Write the name and address of the hotel or hostel here) (Include evidence of the booking)

I would be very grateful if you would approve request for a UK visa so that (he/she/they)can visit me. I hope the necessary visa arrangements can be made as soon as possible. Please find enclosed the following evidence:

* Letter from University of Birmingham confirming my registration.
* A copy of my passport and current student visa and/or Biometric ID Card
* My financial evidence (if applicable).
* Evidence of my accommodation (if applicable).
* Evidence of hotel/hostel booking (if applicable).

Yours faithfully

Your signature(Print your name)