

# Sample Invitation Letter

[Today's Date]

The Canadian Embassy, Immigration Section  
[Address line1]  
[Address line1]  
[City]  
[Country]  
[Postal Code, if applicable]

Dear Visa Officer,

Re: Letter of Invitation for my [person's relationship to you], [Name]

I am writing this letter of support for my [person's relationship to you], [Name] for [his/her/their] Temporary Resident Visa application Canada. The purpose of [his/her/their] trip will be [purpose] at [place]. [Name] will stay at [address of their residence in Canada] for a total of [number of days] arriving on [dd/month/yyyy] and leaving Canada on [dd/month/yyyy]. The cost of [Name]'s trip will be covered by [Name].

[Name]'s personal details are as follows:

Date of birth: [dd/month/yyyy]  
Address in [country of residence]: [Address line1]  
[Address line1]  
[City]  
[Country]  
[Postal Code, if applicable]  
Telephone: [(+country code) – (area code) – (number)]  
Email address: [name@email provider.domain]

I am a [student/worker] at [name of institution] in [city, province] where I am a [ position/program/department]. I am currently in possession of a [permit/document name] and have enclosed a certified copy of it with this letter.

My personal details are as follows:

Date of birth: [dd/month/yyyy]  
Address in [country of residence]: [Address line1]  
[Address line1]  
[City]  
[Postal Code]  
Telephone: [(+1) – xxx-xxxx]  
Email address: [name@email provider.domain]

Please do not hesitate to contact me, should you require any further information.

Yours faithfully,

[Your signature]  
[Your Name]  
Enclosure