

UK Visa Invitation Letter Template

Free editable Word template for UK visitor visa applications

How to use this template: replace every item in square brackets with accurate details. Delete any sections that do not apply. The invitation letter should be consistent with the visa application and supporting documents.

Before you start

- Use the host's full legal name, UK address, phone number and email address.
- Include the visitor's full name, passport number, nationality and travel dates.
- Explain the relationship between the host and visitor.
- State where the visitor will stay and whether the host will provide accommodation or financial support.
- Attach supporting evidence where relevant, such as proof of UK status, proof of address and relationship evidence.
- If supporting documents are not in English or Welsh, include a certified translation.

[Copy, edit and print the letter below](#)

Invitation Letter for UK Visa

[Host full name]
[Host full UK address]
[Host phone number]
[Host email address]

[Date]

To: Entry Clearance Officer
[British Embassy / British High Commission / UK Visas and Immigration]

Dear Sir/Madam,

Re: Invitation letter for [visitor full name], passport number [passport number]

I am writing to invite [visitor full name], who is a citizen of [visitor nationality], to visit me in the United Kingdom from [arrival date] to [departure date].

[Visitor full name] is my [relationship to visitor, for example mother, father, sibling, friend, partner or colleague]. The purpose of the visit is [briefly explain the reason for the visit, for example tourism, family visit, attending a graduation, attending a wedding, or spending a short holiday in the UK].

During the visit, [visitor full name] will stay at my address: [host full UK address]. [Choose one: I will provide accommodation only / I will provide accommodation and financial support during the visit / The visitor will pay for their own travel and living costs].

I confirm that [visitor full name] intends to visit the UK temporarily and will leave the UK at the end of the visit. Their planned return date is [return date].

I have attached copies of relevant supporting documents, which may include my passport or proof of UK immigration status, proof of address, and evidence of my relationship with the visitor.

Please contact me if you require any further information.

Yours faithfully,

[Host signature]
[Host full name]

Optional wording examples

For parents: I am inviting my [mother/father], [visitor full name], to visit me in the UK for a short family visit from [date] to [date].

For a friend: I am inviting my friend, [visitor full name], to visit me in the UK for tourism and to spend time with me from [date] to [date].

For graduation or event: I am inviting [visitor full name] to attend my [graduation/wedding/event] taking place in [city] on [date].

If the host is providing support: I will provide accommodation at my home and cover [visitor full name]'s living costs during their stay in the UK.

If the visitor is paying: [Visitor full name] will pay for their own travel, accommodation, and living costs during the visit.

Supporting documents that may be useful

- Host passport, BRP, eVisa share code confirmation or proof of UK immigration status.
- Proof of UK address, such as a tenancy agreement, mortgage statement, utility bill or council tax bill.
- Evidence of relationship, such as a birth certificate, marriage certificate, photographs or messages, where relevant.
- Financial evidence if the host is paying for the visit, such as bank statements or payslips.
- Certified translations for any supporting documents that are not in English or Welsh.

Important note

This template is a general drafting aid only. UK visa requirements can vary depending on the applicant's circumstances. Always check the latest official guidance and make sure every statement in the letter is accurate.