



## **Tips for Writing a Letter of Invitation**

Last updated on 10 March 2022

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## What is a Letter of Invitation

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A letter written by you that invites your family to visit Canada. This letter can be used to support your family's temporary resident applications and entry into Canada. **You can find details about what information should be included in your Letter of Invitation [here](#).**

Some Visa Offices require that Letters of Invitation be notarized.

A Letter of Invitation does not guarantee that your family's temporary resident applications will be approved.

## Why Write a Letter of Invitation

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There are several reasons why you may want to invite your family to visit Canada.

If you want to...	Supporting documents that you can give to your family to include in their applications
a) invite your family to visit you...	<ul style="list-style-type: none"><li>• <b>Letter of Invitation</b> (written by you)</li><li>• Copy of your passport</li><li>• Copy of your study permit (should be valid for the duration of your family's proposed visit)</li><li>• Confirmation of Enrollment Letter (mynait.nait.ca &gt; Open Self-Services &gt; Manage Classes &gt; Confirmation of Enrolment).</li></ul>
b) invite your family to Convocation...	<ul style="list-style-type: none"><li>• <b>Letter of Invitation</b> (written by you)</li><li>• Copy of your passport</li><li>• Copy of your study permit (should be valid for the duration of your family's proposed visit)</li><li>• Confirmation of Enrollment Letter (mynait.nait.ca &gt; Open Self-Services &gt; Manage Classes &gt; Confirmation of Enrolment).</li><li>• Proposed Confirmation of Graduation Letter with Convocation dates (requested through <a href="http://www.nait.ca/help">www.nait.ca/help</a>).</li></ul>

## How to Format your Letter of Invitation

When writing a formal letter, it is important to be clear and concise. The style of writing a formal letter is standardized within Canada. The following details are required when writing a Letter of Invitation:

- Date
- Address and Name of Recipient
- Subject – topic of the letter
- Body of Letter - Information that you would like to explain
- Closing and your information – Name, Address, Phone Number

Ensure your Letter of Invitation is honest and use your own words when writing it. The example below may vary from your letter both in terms of content and length.

March 30, 2022

The Canadian Embassy, Immigration Section  
Mumbai, India

Dear Visa Officer,

**Re: Letter of invitation for my parents (Chahat Rani Patel and Arun Singh)**

This letter is to support the Temporary Resident Visa applications for my parents:

- Chahat Rani Patel (mother) – born March 5, 1965; and
- Arun Singh (father) – born January 21, 1966

My parents live at 34 Raunak Park, Apartment 345, Gokul Nagar, Mumbai 40100, India. Their phone number is 022-2643-1831.

I have not seen my parents for some time and would like to invite them to visit me in Canada. They plan on staying with me at my apartment from August 1 – August 25, 2022. I will provide housing and food for them while they are in Canada. They will pay for all other costs associated with their trip.

My name is Gurpreet Singh. My date of birth is January 30, 2000. I live at 416, 1107 116 Street NW, Edmonton, Alberta T5G 3K5. My phone number is 780-403-8101. My e-mail address is [gurpreet765@gmail.com](mailto:gurpreet765@gmail.com). I am an international student at the Northern Alberta Institute of Technology (NAIT). I have attached a copy of my passport, study permit, and a Confirmation of Enrollment Letter for your review.

Feel free to contact me with any questions and thank you for considering my parents' application.

Best,

Gurpreet Singh

Include details about who you are inviting:

- Full name
- Date of birth
- Address and telephone number

In your own words, include purpose and details of visit:

- Dates of entering and leaving Canada
- Information about accommodation, and living and travel expenses
- If inviting family to attend your Convocation, include dates of the Convocation ceremony and a Proposed Confirmation of Graduation letter

Include details about yourself:

- Full name
- Date of birth
- Address, telephone number, and e-mail address
- Status in Canada



We want to hear from you! Did you find these tips helpful? How can we make them better or easier to use? Please email your comments about this guide to [www.nait.ca/help](http://www.nait.ca/help) - 'Immigration' category.