**LETTER TEMPLATE**

**SALUTATION IN LETTER**

**[Your address in UK]**

**[Embassy’s address]**

**[Date]**

To whom it may concern

I, **[your name],** **[from country],** passport number **[xxx-xxx-xxxx]** would like to invite my **[mother/father/brother/sister, relative’s name(s**)], passport number **[xxxxxx],** to come and visit me in the UK from **[date]** for **[x months].**

I am currently studying for a **[name of degree]** at the university of Gloucestershire. I expect to complete my studies on **[end date].** Please find enclosed a letter from my university confirming my course details and a copy of my passport and student visa.

I hereby confirm i can accommodate my mother for the whole period of her stay at the following address:

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

Yours faithfully,

**[Your signature]**

**[Your full name]**

**[Your address]**