

Date: (YYYY/MM/DD)

Immigration, Refugees and Citizenship Canada (IRCC)

**RE: Letter of Invitation for (applicant's name)**

Dear Sir or Madam,

**(1<sup>st</sup> Paragraph – Background Information)**

My name is (inviter's name) and I would ask that you accept this as my letter of invitation for (applicant's name) to visit me temporarily in Canada from (YYYY/MM/DD) to (YYYY/MM/DD). (His/her) date of birth is (applicant's birthdate) and (he/she) was born in (applicant's country of birth). (He/She) is a citizen of (applicant's country of citizenship).

<If the applicant is working, provide information about his/her job title, employer name, and how long he/she has been working there>

**(2<sup>nd</sup> Paragraph – Your Relationship to/with Applicant and Reason for Visit)**

<This paragraph should explain the applicant's relation/relationship to you>

<This paragraph should also explain the reason for the applicant's trip to Canada>

**(3<sup>rd</sup> Paragraph – Your Address)**

I currently reside at (inviter's Canadian address) with my (spouse/common-law partner/children – if applicable). (I/We) are a total family size of (number of family members). (I/We) currently (own/rent) this place of residence.

**(4<sup>th</sup> Paragraph – Accommodations while Staying in Canada (choose one of the following options))**

(Applicant's name) will be residing at my address for the duration of (his/her) stay in Canada.

**OR**

(Applicant's name) will be residing with (his/her) (relatives/friends) for the duration of (his/her) stay in Canada.

<explain applicant's relationship to relatives/friends>  
<provide full residential address>  
<provide contact information for relatives/friends>

**OR**

(Applicant's name) will be staying at a (hotel/rental accommodation) for the duration of (his/her) stay in Canada.

<provide the name and address of the hotel/rental accommodation>  
<if possible, attach a copy of the proof of hotel/rental accommodation booking to this invitation letter>

**(5<sup>th</sup> Paragraph - Financial Support (choose one of the following options))**

(Applicant's name) will be paying for all expenses during (his/her) visit.

**OR**

I will be responsible for all expenses for (applicant's name) during (his/her) visit to Canada. In order to verify that I have the financial resources necessary, I have provided the following information:

<provide information about your employment: your job title, your company name/address, and your salary. You should enclose copies of any proof of your employment like T4 slips, pay stubs, or a letter of employment with the applicant's application>

<provide information about your bank account: type of account, bank name. You should enclose a copy of your most recent bank statement with the applicant's application>

**(6<sup>th</sup> Paragraph - Your Information)**

For your information, I have included the following details about myself:

Passport Information: (country) / (passport number)

Study Permit: document number (Fxxxxxxx) / valid from (YYYY/MM/DD) to (YYYY/MM/DD)

Birthdate: (YYYY/MM/DD)

Currently enrolled at the University of Waterloo in my (number) year in (your academic

program title)

Contact Phone Number: (xxx-xxx-xxxx)

Contact Email: (email address)

**(7<sup>th</sup> Paragraph – Conclusion)**

If possible, I would ask that a Temporary Resident Visa be granted to (applicant's name) so that (he/she) may visit me in Canada. If you require further information about me and/or my invitation for (applicant's name), feel free to contact me at the phone number or email address listed above.

(Complimentary close),

(Handwritten signature of inviter)

(Inviter's name)