



# SAMPLE INVITATION LETTER CANADA

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SAMPLE PREPARED BY  
CHITRA & ASSOCIATES IMMIGRATION CONSULTANTS





Hi there! We hope you found our tips for writing a Letter of Invitation useful. But.. we find samples are always helpful to apply immigration rules. We have accordingly provided you with a template and a sample letter created using that template. Please note that the letters have the following references:

Visitor - This is the person you are inviting (i.e. your brother, sister, mother, father, etc)

Inviting Person - This is the person writing the letter (i.e. You) to invite someone to visit Canada

All the best for your application!

We are here to help if you need it (even if its just to ask us to take a look and make sure you are on track).

[Click Here to Get Help From An RCIC](#) 

Please note that the contents of this document and the related article do not constitute legal advice. Immigration is a complex matter and its important to consult a professional to make sure you get advice specific to YOU. This is a general sample and should not be taken as advice for your letter as your situation determines the documentation required for specific applications.



**(Date)**

To the Canadian Embassy in **(Country Name)**  
**(Embassy Address)**  
**(Embassy Phone Number)**

Subject: Invitation Letter for **(Visitor's Name)**

To The Visa Officer,

I am writing this letter of invitation for my **(relationship to visitor)**, **(full name of visitor)**, born on **(date of birth)**, for a visit to Canada. **He/She/They** currently lives at **(complete address of visitor)** and works as a **(job title, company name & city)** earning **(monthly or annual salary)** with which they will be able to afford the stay in Canada.

During **his/her/their** visit, **he/she/they** will be staying at **(place of stay such as a hotel or your residence)** and I take complete responsibility to provide any kind of support to them during this time, as needed. **He/She/They** will be visiting for **(duration of visit)**, from **(date of entry)** until **(date of departure)**. **(Mention the plans for the visit / what they will do)**. **(Name of visitor)** will be funding their travels with **(explain how they will be paying for their stay)**.

About Me:

I, **(inviting person's name)**, am a **(status in Canada)** residing at **(complete address of inviting person)**. I was born on **(date of birth)** and am from **(location in Canada)**. My household has **(number of people living in the household)** and I work **(job title, company, and location)**, earning **(monthly or annual salary)**.

Attachments:

Please find attached a certified copy of my **(proof of status document)** and my bank statements for the last 6 months.

Please free to contact me should you have any further questions regarding myself or **(visitor's name)**.

Kind Regards,

**(Signature of inviting person)**

**(Full name of inviting person)**

**(Date of Birth of inviting person)**

**(Phone Number for inviting person)**

**(Email for inviting person)**



January 1st, 2021

To the High Commission of Canada in India, in New Delhi  
7/8 Shantipath, Chanakyapuri,  
New Delhi 110 021  
+91 11 4178 2000

Subject: Invitation Letter for Anita Gill

To The Visa Officer,

I am writing this letter of invitation for my sister, Anita Gill, born on 25th October 1986, for a visit to Canada. She currently lives at Z-000, Z Block, Saket, New Delhi and works as a Financial Analyst at Consulting Inc. earning yearly salary of Rs. 4,12,000 with which she will be able to afford the stay in Canada.

During her visit, she will be staying at my house and I take complete responsibility to provide any kind of support to them during this time, as needed. She will be visiting for 15 days, from February 2nd 2021 until February 27th 2021. During her stay, we will be spending time together travelling across British Columbia, including a ski trip to Whistler, BC. Anita will be funding her travels with her savings accumulated due to her stable job. Please find attached round trip airfare and bank statements.

About Me:

I, Shainaya Gill, am a Canadian Citizen residing at 1234 Lakeview Drive, North Vancouver, BC - V3T 7H4. I was born on 27th December 1989 in New Delhi, India. My household has 2 people including me and my spouse, and I work as a Business Development Manager earning an annual salary of \$80,000..

Attachments:

Please find attached a certified copy of my Canadian Passport and my bank statements for the last 6 months.

Please free to contact me should you have any further questions regarding myself or Anita.

Kind Regards,



Shainaya Gill  
27th December, 1989  
+1 667 777 9999  
shainayagill@mail.com

