Invitation Letter for UK Visa — Sample & Template (2026)

What an officer checks in this document — and what gets it refused.

What this document must contain

One A4 page written by the UK sponsor, plain paper, signed and dated — a clear scan or PDF is fine, because UK visitor applications are submitted online and documents are uploaded digitally. No apostille, no notarisation, no solicitor stamp: UKVI does not require an invitation letter to be legalised, and paying an agent to 'attest' one adds nothing. Accompany it with the sponsor's passport copy or eVisa status share code (BRPs were replaced by eVisas from 2025), proof of address (recent utility bill or council tax), and — if the sponsor is funding the trip — payslips and bank statements so the sponsorship promise is verifiable.

Do

• Sponsor must write and sign in their own handwriting
• Include sponsor's UK status proof (passport / eVisa share code)
• Attach 3 months of sponsor's bank statements
• Attach utility bills showing sponsor's address
• Clearly state exact dates of visit
• Explain specific reason for visit (event, medical, family)

Do not

• Don't write the letter yourself and claim it's from sponsor
• Don't skip sponsor's income proof — UKVI verifies
• Don't promise something sponsor can't deliver (full financial support if they earn less)
• Don't leave relationship vague ('friend from college')
• Don't mention prolonged stays or PR plans
• Don't forget to date and sign

Mistakes that get this document refused

• Sponsor can't prove UK legal status
• No utility bills or address proof from sponsor
• Sponsor's income doesn't match housing accommodation
• Relationship claims are unverifiable
• Invitation dates don't match visitor's flight/hotel
• Paying an agent to notarise or apostille the letter — UKVI requires neither, and it doesn't strengthen the application
• Confusing visitor sponsorship with the licensed-sponsor system: work and study visas need a licensed sponsor, a family visit only needs this letter

The finished document

A sample of this invitation letter is on the guide page, free to read:

https://www.sureshotvisa.com/documents/invitation-letter-uk-visa
The version filled in with your own details — and read by a consultant at our licensed firm before you submit it — is a paid service. Start it from the guide page above.