


Date	April 13, 2016	
Visa Application Centre address	Canada Visa Application Centre Moscow - Sushchevskiy Val Street, 31/1, Moscow - 127018	
To whom it may concern	Dear Visa Officer,	Subject of your letter
First paragraph: Explain why you are writing this letter Include invitees' complete names Include invitees' dates of birth Include their relationship to you Include invitees' address and telephone number include invitees' passport number	<p>RE: Letter of Invitation for my Parents (Oleg Smirnov and Sofia Smirnova)</p> <p>Please accept this letter of support for the Temporary Resident Visa application of my parents, Oleg Smirnov (father) and Sofia Smirnova (mother). My father's date of birth is April 18, 1950 and my mother's date of birth is September 18, 1955. My parents' current place of residence is in Saint-Petersburg, Russian Federation at number 45, Petrovskaya Street, postal code 33733. Their phone number is 7-978-556765.</p>	
Third paragraph: Include purpose of visit Include duration of visit Include date leaving Canada Include details about accommodation, living and travel expenses	<p>I am an international student at the University of Saskatchewan and in my third year in the College of Arts and Science. Please see attached a copy of my study permit and my confirmation of enrolment from the University of Saskatchewan. My date of birth is December 15, 1995 and my current place of residence is 14-568 Preston Ave, Saskatoon, SK, S7H 1Y9. My telephone number is +13065578756 and my e-mail address is klara.smirnova@gmail.com.</p> <p>I am graduating this spring and my graduation ceremony will be held on June 15, 2016. This is an important event in my life and I would like to invite my parents to Canada to celebrate with me and be proud of my success. My parents intend to stay in Canada for four weeks from June 12 to July 9 and will leave Canada on July 10. While my parents are in Canada, they will stay with me at my current residence and I will pay for their living expenses such as housing and food during this period. My parents will pay their flight costs.</p>	Second paragraph: Include your full name Include your date of birth Explain your status in Canada (e.g. international student) Include your current address, telephone number and e-mail address Include your job title/occupation (e.g. a third year student)
Print your name and sign the letter	<p>Please do not hesitate to contact me should you require any further information about me or my parents. Thank you for your consideration and attention.</p> <p>Sincerely, Klara Smirnova</p> 	Closing paragraph

IMPORTANT TO REMEMBER:

Please keep in mind that the template is for general guidance only. For the most up to date information you need to check the IRCC web-site at www.cic.gc.ca/english/visit/letter.asp

A letter of invitation does not guarantee that a Temporary Resident Visa (TRV) will be issued.

Some Visa Application Centers (VAC) require the letter to be notarized by a Notary Public so your family member or your friend should check this information with their visa office. ISSAC can refer you to community resources in regards to this matter, so please stop by our office or contact us for more information.

Use a Canadian business-style writing format when preparing a letter. Use a balanced language and do not come across as demanding but do not beg the officer either to approve your family members' or friends' TRV application.

If English is not your first language have someone you trust proofread your letter. You can also bring the letter to ISSAC and present it to one of the International Education Officers for grammar and style tips.