
Example Invitation Letter

1st January 2016

Subject: Application for Visa for (Insert Full Name)

Dear Sirs,

We are manufacturers of (Insert Industry Type); our facilities are located in the UK.

We are currently in negotiations with (Insert Full Name) for the sale of our (Insert Machine Type) Machine.

With this in interest we have invited (Insert Full Name) to visit and inspect the machine, in order to finalize on the sale of the machine in March/April 2014.

We request that you issue a single entry visa for a 1 Month period allowing (Insert Full Name) to visit for a period of up to a week in order to inspect and finalize on the purchase of the machine.

The details on his passport are as follows;

Full name on Passport: (Insert Full Name)
Passport Number: (Insert Passport Number)
Their company name is: (Insert Company Name)
Company address is as follows:

Address
Address
Address
Address

Telephone Number +44-1234 5678

Regards,