<Your Name>
<Your Address>
<Your Phone number>
<Your Email>

To British Embassy in Moscow, Russia

10 Smolenskaya Naberezhnaya

121099 Moscow

Wednesday, March 01, 2000

**To whom it may concern**

Dear Sir,

I am writing to invite my friend Maria Ivanova to visit her friend, <Your Name>, for a period of 1 month from May 02, 2000 to May 30, 2000 in London, United Kingdom.

I have met Maria during my last visit to Moscow, Russia in December 1999. We bacame close friends in very short time.

The purpose of Maria's visit is to see where and how I live, and to see sights of London.

During her visit Maria will stay in my house <Your Address>

**I WILL PAY FOR MARIA'S TRAVEL TO UK AND PROVIDE HER WITH ACCOMODATION DURING HER STAY IN UK.**

**I GUARANTEE ALL FINANCIAL AND IF NEEDED MEDICAL SUPPORT FOR MY FRIEND DURING HER STAY IN UK.**

**I ALSO GUARANTEE THAT MY FRIEND WILL RETURN TO HER HOME COUTRY WHERE SHE HAS A FAMILY (MOTHER AND GRANDMOTHER), A JOB AND A FLAT.**

I was born in UK in 1969. I'm British citizen by birth.

Since September 1997 I work as a software engineer in Ericsson LLC., London, UK. I am developing an application for managing of the optical fiber manufacturing processes with yearly income of <amount>.

I ask you to grant my friend the visitor visa on the basis of this invitation and all enclosed documents.

Sincerely,

<Name>

Documents enclosed:
1.A copy of my British Passport (only first page with photo)
2.Evidence of my ability to pay for the trip, such as copies of my last six months' bank or building society statements and salary slips.
3.An evidence that I live at the address given above (This evidence
should include one or more documents from the list below:
• Certified copy of deeds of sponsor’s house
• Letter from building society/bank confirming they hold a mortgage for the sponsor
• Housing association/council rent book or other council letter confirming address of sponsor
• Bill from a utility company (gas, water etc.)
• Local authority letter (council tax)
• Letter from any government department)