

Invitation Letter for a Canada Visitor Visa

Version 1.0 | Reviewed September 2026

Draft an invitation letter for a family member, friend or other visitor applying to enter Canada.

General information only. This self help template is not legal advice and does not replace a form prescribed by law or required by a recipient.

Recipient verification. The person applying must follow the personalized IRCC document checklist and any visa office instructions. Confirm whether the letter must be signed, witnessed or notarized and whether extra information is required.

No guarantee. An invitation letter does not make the writer legally responsible for the visitor after entry and does not guarantee that a visa will be issued.

Date	[TYPE DATE]
To	[TYPE VISA OFFICER OR RECIPIENT NAMED IN THE CHECKLIST]
Subject	[TYPE INVITATION FOR VISITOR FULL NAME AND PASSPORT NUMBER IF APPROPRIATE]

Dear Visa Officer,

I, [TYPE INVITER FULL LEGAL NAME], born on [TYPE INVITER DATE OF BIRTH], live at [TYPE FULL CANADIAN ADDRESS]. I am a [TYPE CANADIAN CITIZEN OR PERMANENT RESIDENT] and work as [TYPE JOB TITLE OR OCCUPATION].

I am inviting [TYPE VISITOR FULL LEGAL NAME AS SHOWN ON PASSPORT], born on [TYPE VISITOR DATE OF BIRTH], who lives at [TYPE VISITOR FULL ADDRESS AND TELEPHONE]. The visitor is my [TYPE RELATIONSHIP].

The purpose of the visit is [TYPE PURPOSE OF TRIP]. The planned visit is from [TYPE ARRIVAL DATE] to [TYPE DEPARTURE DATE]. During the visit, the visitor will stay at [TYPE ADDRESS OR ACCOMMODATION DETAILS].

The visitor's travel, accommodation and living expenses will be paid by [TYPE PERSON OR PEOPLE RESPONSIBLE FOR EACH EXPENSE]. I will provide the following assistance during the visit: [TYPE SPECIFIC ASSISTANCE OR NONE].

The visitor plans to leave Canada on or before [TYPE PLANNED DEPARTURE DATE] and return to [TYPE COUNTRY OR PLACE OF RESIDENCE]. Additional relevant information is: [TYPE OPTIONAL CONTEXT OR DELETE THIS SENTENCE].

I confirm that the information in this letter is true and complete to the best of my knowledge. I can be contacted at [TYPE INVITER TELEPHONE] or [TYPE INVITER EMAIL].

Sincerely,

Inviter signature and printed full legal name
Sign as directed by the application checklist or receiving office

Completion and Submission Notes

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Information about the visitor

Identity	[TYPE FULL NAME DATE OF BIRTH ADDRESS TELEPHONE AND PASSPORT DETAILS IF REQUESTED]
Visit	[TYPE RELATIONSHIP PURPOSE LENGTH OF STAY ACCOMMODATION FUNDING AND PLANNED DEPARTURE]

Information about the inviter

Identity and contact	[TYPE FULL NAME DATE OF BIRTH CANADIAN ADDRESS TELEPHONE AND EMAIL]
Status in Canada	[TYPE CITIZENSHIP OR PERMANENT RESIDENT STATUS AND SUPPORTING DOCUMENT]
Employment	[TYPE JOB TITLE OR OCCUPATION]
Household details	[TYPE INCLUDE ONLY IF THE CHECKLIST OR VISA OFFICE REQUESTS THEM]

Possible attachments

- ☐ Proof of Canadian status
 ☐ Proof of address
 ☐ Financial support evidence if offered
☐ Travel or event details
 ☐ Relationship evidence if useful
 ☐ Other checklist documents

Final check

- ☐ Names and dates match passports and supporting documents exactly.
☐ The letter explains the relationship, purpose, dates, accommodation, expenses and planned departure.
☐ The inviter has included proof of Canadian citizenship or permanent resident status when required.
☐ The applicant has followed the current personalized IRCC document checklist and visa office instructions.
☐ The final letter is signed and dated in the manner requested by the recipient.