Date: *[insert todays date]*

Dear Entry Clearance Officer,

Re: *[insert full name of your guest and their date of birth]*

I am currently studying at the University of Essex and have a *[insert details of your visa i.e. Tier 4]*visa that is valid until *[insert your visa expiry date]*, a copy of my passport and visa is enclosed.

The above named is my *[insert relationship to you i.e. brother].* *He/she* is planning to visit me *[insert the reason for the visit i.e. whilst on holiday, to attend my graduation]* and will shortly be applying for a visa.  The visit is expected to be *from/for* *[insert arrival and departure dates or duration of visit i.e. one month]* and during this time *he/she* is planning to stay at the following address:

*[Insert the address for where your visitor plans to stay]*

Yours sincerely,

*[Insert your full name and address]*