

This document is a SAMPLE ONLY. Students should customize it for their own purposes. Visit <https://www.canada.ca/en/immigration-refugees-citizenship/services/visit-canada/letter-invitation.html> for more information about inviting people to visit you in Canada.

Letter of Invitation for Parents to Attend Convocation

[Today's Date]

[Your Address]

[Your Telephone number]

[Your email address]

RE: Letter of Invitation for my (indicate name of [parents, mother or father or other]).

Dear Sir/Madam,

My name is (indicate your complete name) and my date of birth is (dd/month/yyyy). I am a student at Trent University and have a valid Study Permit. A copy of my confirmation of enrolment and (photocopy of a document proving your status in Canada) is attached.

I am writing this letter of invitation on behalf of my parents (mother, father):

- Mr. (indicate complete name) born on (dd/month/yyyy) and
- Mrs. (indicate complete name) born on (dd/month/yyyy),
- (their address)
- (their telephone number)

My parents are applying for a Temporary Resident Visa so that they can visit me in (Peterborough/Durham) in order to attend my convocation ceremony. I am graduating from the (name of program) which will occur between (insert date range of convocation, or specific date for your program if it is available) and it is very important for me and them, that they attend my convocation.

They hope to come to Canada on (date of arrival) and stay for (dates of the visit). During their visit, my parents will stay at (specific location/address- with you or in

a hotel). My parents will be leaving Canada on (date of departure). The travel and living costs for their stay will be covered by (you or your parents).

If you have any questions regarding this invitation letter, please do not hesitate to contact me. Otherwise, I thank you for your attention and your help in issuing my parents their Temporary Resident Visas.

Sincerely,

(Your signature)

(Print your name)