Date

**Letter of Invitation**

To whom it may concern,

On behalf of Western University, Canada, I hereby invite the following individual to attend the <name of conference>, which will be held on our campus on <dates of the conference>. The Immigration, Refugees and Citizenship Canada Special Event Code for this event is: <Code>

Full name according to passport:

Gender:

Date of birth:

Place of birth:

Passport number:

Passport issued on:

Passport valid until:

Position:

Organization:

Address:

City:

Country:

The <name of conference> is <a short explanation of the goals of the event – 1 or 2 sentences>. We are pleased to invite <name of invitee> as a <speaker/delegate/member> to take part in this conference.

<name of invitee> will be responsible for covering the expenses of their visit (e.g. travel, accommodation, insurance, etc.) during their stay in Canada.

Your kind assistance in processing and issuing the necessary visa for the above delegate would be highly appreciated.

Sincerely,

Name

Title

Faculty/Department

Western University, Canada