Date

Name of invitee

Title

Institution

Street Address

City, Postal Code, Country

Dear <title> <name>,

It is my great pleasure to invite you and your delegation to Western University, Canada, to continue our cooperation in <reason for visit> on <dates of visit>, confirming that the delegates will be as below:

* Full name according to passport (date of birth)
* Full name according to passport (date of birth)
* Full name according to passport (date of birth)

During your visit, we hope to arrange relevant meetings and a tour of our campus. Please refer to the attached itinerary that we are proposing and let us know if you have any concerns or requests.

*(Only if this applies)* The funding in the amount of xxx (provided by Western and/or specific department) will cover the costs of travel, accommodation, and other activities.

If you require a temporary resident visa (TRV) to enter Canada, please visit the Immigration, Refugees, and Citizenship Canada (IRCC) website [to apply online](http://www.cic.gc.ca/english/information/applications/visa.asp), or submit a paper application via the nearest Canadian Visa Application Centre [(VAC)](https://www.canada.ca/en/immigration-refugees-citizenship/corporate/contact-ircc/offices/find-visa-application-centre.html). If you are a national of a visa-exempt country, you will require an [electronic Travel Authorization (eTA)](https://www.canada.ca/en/immigration-refugees-citizenship/services/visit-canada/eta.html) in order to travel to and enter Canada.

The primary contact person for your visit is <Name of Western contact and title>. Please contact him/her at +1-519-661-2111 ext. <xxxx> or <e-mail address> with any questions or special requests. Should the dates of your planned visit to Canada change, please let us know at your earliest convenience.

We look forward to welcoming you to Western.

Sincerely,

Name

Title

Faculty/Department