

# BPFTN template invitation letter

To be used alongside the letter of support and the accommodation offer.

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(Address of the host)  
(In full with town postcode,)  
UK  
(Contact number of host)  
(Email contact of host)

Date

(include address of guest if available)

Dear (guest)

Re: visit to (place in UK), (date)

(Your organisation / group) would like to invite you as a member of (friendship / twinning link) to visit us in (place in UK). The proposed date of the visit is (date).

The objectives of your visit are to (insert as appropriate - for example; enable you to talk to a variety of audiences in Watford and London about the local area of Salfeet, your lives there, the problems you face with the occupation, and what we in Watford can do to help you).

(More detail about the visit's activities as appropriate - for example; The audiences will be mainly church congregations and school and college students, but this time we are planning to focus on meeting Members of Parliament (MPs), Members of the House of Lords, and Government and Opposition Ministers).

We will pay your return airfare from (place e.g. Amman to London). (Your group) will meet your visa expenses and other travel costs. We have more than sufficient funds to meet these costs.

You will stay with (name and address of host) whilst visiting us in (place, UK).

We look forward very much to your visit.

Yours sincerely,

(Name of chair and group)