

Address  
Address

Date

Dear Sir/Madam,

Re: Application for Entry Clearance for: [Name]

My name is [xxxx] and I currently hold a [Student/ Tier 4 (General)] (*delete as appropriate*) visa to study at the the University of Southampton. The University's Sponsor Licence Number is M1WT5XVQ0. A letter from the University confirming my student status is enclosed, as are photocopies of the front page of my passport and my currentvisa/ Biometric Residence Permit.

I am the [son/daughter/boyfriend/girlfriend/etc] (*delete as appropriate*) of the applicant, who is seeking leave to come to the UK to visit me. The proposed duration of the visit is [x] weeks, from [x/x/x until x/x/x]. We would like the visit to be at this particular time so that/ because [it is my birthday/ the Christmas vacation/ the applicant can attend my graduation/ other reason]. [The applicant] is [retired/ self-employed/has sought and obtained permission from his/her employer] so that it is convenient for him/her to come to the UK between these dates.

I am currently resident in [University Halls of Residence/ privately rented accommodation] and the plan is that [the applicant] will [stay with me/in a hotel] for the duration of their visit. Please refer to [the copy of my contract/ the provisional hotel booking] enclosed as evidence of this.

I hope that you will find [the applicant's] application and supporting documents in order, and that you will be in a position to grant them Entry Clearance to come to the UK. If there is any further documentation you require from me in support of this application, I shall be pleased to provide this.

Yours faithfully