

Your name

Your address

Telephone no: +xx xx xx xx xx

Visa ref: [insert the AVATS reference number of the applicant here]

Dear Visa Officer,

I write to formally invite **APPLICANT'S NAME** to come to Ireland from [start date] to [return date].

[OPTION 1 (DELETE AS APPROPRIATE)]: The purpose of their travel is [tourism/business/study/taking up employment/etc.] [Give full details].

[OPTION 2 (DELETE AS APPROPRIATE)]: The purpose of their travel is to visit [friend/family member], residing at [address of friend/family member]. [Give full details of your relationship]

Their accommodation plan is as follows: [list of places they will stay, e.g., hotels, B&Bs, addresses of friends/family members offering accommodation].

The costs of their travel will be covered by [give full details on who will pay for their travel, i.e. whether you will pay all costs (with an estimate of the costs) or whether another person/organisation will cover].

I understand that the applicant must obey the conditions of their visa in full, not rely on public services, or become a burden on the State, and that they will leave Ireland before expiry of your permission to remain.

Yours faithfully,

[Hand-written signature]

[Handwritten date]