**SAMPLE LETTERS OF INVITATION FOR VISA APPLICATIONS TO CANADA**

September 20, 2010

The Embassy of Canada

23 Starokonyushenny Pereulok

Moscow 119002 Russia

RE: Visa application for Members of the Friendship Force of Moscow, Russia Friendship Force Exchange to Ottawa and Montreal, Canada October 20 – November 4, 2010

Dear Sir or Madam:

This is to confirm that Friendship Force of Ottawa has invited ----- members of the Friendship Force of ----------for a cultural exchange in Ottawa from --------to ------------, 20--. For 23 members, this follows their October 20 to 27 visit with the Friendship Force of Montreal. Two members, ---------- and ---------- will not be visiting Friendship Force Montreal. During this period, the participants will share their life experiences, living in the homes of their hosts, and learning about the culture of the people. The main purpose of this visit is to make friends with their hosts and with other Canadian Friendship Force members.

Each participant has made travel reservations from ------ and back  All have sent $100 payment to Friendship Force of Ottawa and to Friendship Force of Montreal toward the cost of the program being organized here and in Montreal.

Friendship Force of Ottawa, Friendship Force of Montreal and Friendship Force of --------- are three clubs of some 350 member clubs of Friendship Force International (FFI). FFI is an international citizen exchange program with headquarters based in Atlanta, Georgia, USA.

The members of Friendship Force ------- contacted your office with applications for tourist visas. However, as of September 20, only 13 have received their visas. Five were refused and will reapply with more documentation. In support for their application Ottawa Friendship Force hosts of each individual will be writing a support letter.

The Ottawa club has prepared a program for our ------- guests. We will have welcoming luncheon at the Ottawa Aviation Museum and a farewell dinner. Activities during the week include visits to the Museum of Civilization and the National Art Gallery, an outing to Merrickville, a visit to Canterbury High School and  Carleton University. A highlight of their visit is a reception at the --------- Embassy..

If you have any questions regarding this exchange, or require additional information about Friendship Force International, you may contact me, ---------, in Ottawa (email address and phone #) or  ----------, Program Services Coordinator, Friendship Force International, 233 Peachtree Street, Suite 2250, Atlanta, GA 30303,[404.965.4354](tel:404.965.4354); [emccarty@thefriendshipforce.org](mailto:emccarty@thefriendshipforce.org)

I will highly appreciate your consideration to issue the tourist visas for this group.

Sincerely,

---------------------------, Exchange Director, FF Inbound club to- FF Ottawa

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**Support letters sent by each night host**

Date, 20\_\_

To whom it may concern,

This is to certify that \_\_\_\_\_\_\_\_\_\_\_\_\_\_will be visiting me and my wife \_\_\_\_\_\_\_ in Ottawa, Canada from \_\_\_\_\_\_\_\_ 27, 20\_\_ to \_\_\_\_\_\_\_\_ 20\_\_. He is a member of the Friendship Force of \_\_\_\_\_\_\_ club. The \_\_\_\_\_\_ club is being hosted  by my club, Friendship Force of Ottawa. Friendship Force is a private, non-aligned organization which fosters international friendship and understanding through home-stays, and home-hosting.

Our  names and addresses are:

See a copy of the picture page of my passport below.

I am a Canadian Citizen. I am retired.

Should you require any further information, please do not hesitate to contact me.

Kind regards,

\_\_\_\_\_\_\_\_\_\_\_\_\_

GUEST

\_\_\_\_\_\_\_\_\_\_\_\_\_

Relationship: Friend.