

Sample letter of invitation

Use Group or Event headed paper.

Dear (Contact Person)

On behalf of *(insert name of host or group)* I would like to invite representatives of *(insert name of visiting group)* to come to the United Kingdom.

Our event will take place at *(insert location of the event)* from *(insert dates of the event)*. This invitation includes the opportunity to have home stay for the group, so the group is invited from *(insert date of arrival)* until *(insert date of departure)*.

Upon payment of the event fee of *(insert the amount per person)* we will provide the following:

(List the elements of the stay to be provided. For example – transportation from the airport of arrival to the event and return; all meals during the stay; hire of camping equipment; personal indemnity insurance (available from Scout Insurance Services); home stay in the homes of Scout families; etc.)

Those invited to attend are listed below.

(List the names of those invited, including full name, date of birth and passport number. Do not issue invitations to those for whom a date of birth has not been provided.)

Please use this letter of invitation to apply to the *(insert either British High Commission or British Embassy)* for visas to be issued. Applications for visas should have a letter of endorsement from your own National Headquarters and should be made without delay.

This invitation has the approval of International Commissioner of The Scout Association of the United Kingdom. *(Please remember that this will only be true if the International Office has been informed of your plans!)*

Yours sincerely

(Insert name)
(Insert position of that person)