

Month Day, 20..

Your name  
Your mailing address  
Wolfville, NS B4P ---  
Canada  
Phone Number (902) --- ----

To Whom It May Concern:

My name is Your Name and I was born in Province, China. I am writing this letter to invite my mother/father or parents, Insert her/his/their Name(s) to attend my graduation convocation ceremony at Acadia University and to visit me in Canada this coming May for a period of months. He/She was born in China on insert birthday and his/her/their current residential address is: insert address.

In insert month, I finished my bachelor degree in insert program of study from Acadia University. My graduation convocation ceremony will be held on May \_\_\_\_, 20\_\_.

My mother/father/parents is/are planning to come to Canada on insert date and leave on (insert date). I will make sure that my mother/father/parents will leave Canada before the expiration of her/his/their authorized stay.

I will arrange all aspects of her/his/their visit to Canada, which includes air tickets, local transportation, accommodations, medical insurance and all other related needs. During her/his/their visit, she/he/they will stay with me at the above address. Your help in issuing a temporary resident visa for my mother/father or parents would be greatly appreciated.

If you have any questions regarding this matter, please don't hesitate to contact me.

Sincerely,

Your name