

Canadian Letter of Invitation (Example)

The letter is written by the inviting organization in Canada and should be addressed to Canadian Immigration and provide detailed trip information. It should state the title of the applicant in the company, what the applicant will be doing in the Canada, who the applicant will be visiting in the Canada including their contact information and the approximate travel dates. Close by thanking the immigration agent for their consideration.

Here is a sample letter (which should be completed on business letterhead):

.....

Dear Canadian Immigration Agent,

We are hereby requesting your cooperation in allowing Mr. John Smith, Sales Manager of USA Gloves and Mittens to enter Canada for a short term business visit with our company, Canadian Glove Manufacturing.

Mr. Smith will be traveling to Canada for 5 days beginning on Thursday, October 21, 2010 to attend general business and sales meetings. While in Canada, Mr. Smith will be staying at the Moose Lodge at 456 Maple Syrup Rd, Toronto, Ontario (555) 555-5555 and will be meeting with John Canuck of Canadian Glove Manufacturing located at 123 Cold Snow Rd in Toronto, Ontario (666) 666-6666. Mr. Canuck can be reach directly at 123-456-7890 during the day and 234-567-8901 during the evening.

Thank you for your consideration,

(signature)

Dave Winter

Manager

Canadian Glove Manufacturing

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