**REQUIREMENTS FOR AN INVITATION LETTER**

**AFRIKAANS ALBANIAN AMHARIC ARABIC ARMENIAN AZERBAIJANI BELARUSIAN BENGALI BOSNIAN BULGARIAN CHINESE SIMPLIFIED CHINESE TRADITIONAL CROATIAN CZECH DANISH DUTCH ENGLISH FARSI FINNISH FRENCH GEORGIAN GERMAN GREEK GUJARATI HEBREW HINDI HUNGARIAN INDONESIAN ITALIAN JAPANESE KANNADA KAZAKH KOREAN KYRGYZ LAOTHIAN LATIN LATVIAN LITHUANIAN MARATHI MOLDAVIAN NEPALI NORWEGIAN PASHTO PHILIPINE PORTUGUESE (BRAZIL) PORTUGUESE (PORTUGAL) PUNJABI ROMANIAN RUSSIAN SANSKRIT SERBIAN CROATIAN SLOVAK SPANISH SPANISH** **(SPAIN) SWEDISH TAGALOG THAI TURKISH CATALAN TURKMEN UKRAINIAN POLISH UZBEK VIETNAMESE AND MANY MORE LANGUAGES**

**LANGUAGES WE TRANSLATE**

**------------**

**Langues que nous traduisons**

GOVERNMENT OF CANADA **CAN / CGBS-131.10.2017** COMPLIANT TRANSLATION AGENCY

If you are coming to our office and want us to Draft an Invitation letter, please make sure you have the specified information available with you before coming for your appointment. If you wish to draft your own letter and wish us to Notarize the letter, please make sure you have included the complete information in your letter properly.

**INFORMATION PERTAINING TO INDIVIDUAL WHO IS INVITING SOMEONE**

1. First name, Last Name, Date of birth
2. Address in Canada along with Postal Code
3. Passport Number, Validity of Passport
4. Status In Canada
5. Work details (Part Time/Full Time) and Yearly Salary
6. Reason why he/she is inviting someone over to Canada
7. Address where the Invited Individual will stay (Home/Hotel Etc.)
8. Who will pay for (a) Medical Exp. (b) Boarding (c) Lodging Etc.

**INFORMATION PERTAINING TO THE INDIVIDUAL WHO IS BEING INVITED**

1. First Name, Last Name, Date of birth
2. Passport Number and validity of Passport
3. Complete Address including all Codes etc.
4. Tentative Travel Dates
5. Duration Of Stay
6. Purpose of Visit, Tentative Itinerary
7. Ties Back Home
8. Relationship with person who has sponsored

**COPIES REQUIRED**

1. Copy of Passport- Invitee and Sponsor (Mandatory)
2. Any additional document to support your Letter of Invitation
   * + - 1. Bank Statements
         2. Property Documents Etc.