

FILL-IN TEMPLATE

Letter of Invitation Template (Host / Sponsor Letter)

Isa Valentic · Irish Immigration Strategist



What to include before you write it

If someone is coming to Ireland to stay with a person who already lives here, Irish immigration generally expects a signed letter from that host confirming the details of the stay. This is often required for visa applications, and good practice to have on hand even when a visa is not required.

- The host's full name and complete home address in Ireland.
- The host's phone number and, ideally, an email address.
- A description of how the host and the visitor know each other.
- The visitor's full name, and ideally date of birth and passport number.
- The exact dates of the stay, arrival to departure, and confirmation the visitor will be staying at the host's address.
- A statement that the host understands the visitor must follow the conditions of their visa in full, must not rely on public services, and must leave before their permission expires.
- The host's signature and the date the letter was written.

IF THE HOST IS NOT IRISH OR EU/EEA/UK/SWISS

They also generally need to attach a colour copy of their own Irish Residence Permit and current immigration stamp, since this proves the host has the legal standing in Ireland to invite someone.





Copy this letter exactly

[Host's full name]

[Host's full address in Ireland]

[Host's phone number]

[Host's email address]

[Date]

To whom it may concern,

I am writing to formally invite **[visitor's full name]** to come and stay with me in Ireland, at my home address above, from **[arrival date]** to **[departure date]**.

[Visitor's full name] is my **[relationship, e.g. brother, close friend, cousin]**. We have known each other for **[length of time / describe the relationship briefly]**.

During their stay, **[visitor's full name]** will be staying with me at the address above for the entire duration of their visit.

I understand that **[visitor's full name]** must obey the conditions of their visa or immigration permission in full, must not rely on public services during their stay, and must leave Ireland on or before the date their permission expires.

[If applicable: I am a citizen of Ireland / the EU / the UK / Switzerland, and I attach a copy of my passport or national identity card as proof of this.]

[If applicable, if host is a non-EEA national: I am a legal resident of Ireland. I attach a copy of my Irish Residence Permit and my current immigration permission stamp as proof of this.]

Please do not hesitate to contact me directly if any further information is needed.

Yours faithfully,

[Host's signature]

[Host's printed name]



Small details that matter

A few practical notes before you send it.

- Keep the tone plain and factual. Immigration officers are looking for clear, consistent details, not persuasive or emotional language.
- Every date, name, and address in this letter should match exactly what appears elsewhere in the visitor's application or documents.
- If more than one host is involved, each host generally needs to write and sign their own separate letter.
- This letter is normally kept alongside the visitor's passport and other documents, ready to show an immigration officer directly if asked.

WHY IT MATTERS

A missing or incomplete invitation letter is a common, avoidable reason for extra questions or delays at the point of entry.

GOOD TO KNOW

This template reflects the general structure expected as of July 2026, based on official guidance. Always confirm current requirements directly with irishimmigration.ie before relying on this letter for a real application.

