December 3, 2013

Dear Visa Officer,

I am writing this to support Visitor Visa application of my relative.

My mother, *First and Last name in English (ФИО на русском/украинском)*

Date of birth: *Month Date, Year*

Address: *Home Address in English (*example: 100 Street name, apt. 100, City, Country, Postal Code*)*

Telephone: *Phone number* (example: +38(066) 123-4596)

likes to visit Canada and stay with our family for some time. *Next sentence must describe a purpose of travel* (example: I am expecting a baby in February 2014, and we would like my mother to assist us with our newborn)

My mother is in good health and capable of doing thing on her own. Please note that she does not have any intention to settle in Canada permanently.

Following is further information about me:

* Complete name: *Your Full name*
* Date of birth: *Month Date, Year*
* I have a Permanent Resident status since *Month Date, Year* (copy of my PR card attached)
* I am residing with my husband, *Full name* (date of birth: *Month Date, Year*), at *Full Address* (copies of the tax notice and Certificate of Marriage attached).
* I confirm that we will support all expenses of my mother including her stay, food, medical, insurance, travel etc. (copy of the Notice of Assessment attached)

 If you need any further information, please contact me at my residence at (613) 555-5555 or cell at (613) 444-4444. I can also be reached by e-mail at myemai@gmail.com.

Regards,

Your Name

Attachments:

1. Copy of PR card

2. Copy of Certificate of Marriage

3. Copy of Final 2013 Tax Bill

4. Notice of Assessment (2 pages)