

Your Name
99 High Street
London
N99 9XX
7 September 2021
Tel: +44 (0)20 1234432

Dear Invitee

Good to hear about your travel plans and we would like to offer you accommodation at our place over February for your stay in London. As you are aware we are both British citizens and I have included copies of our British passports.

We have a three-bedroom place that we own/rent in Area, London. One of these bedrooms will be available during your stay which you are most welcome to use.

We look forward to seeing you in February and please let us know if you need any further assistance or advise.

See you soon

Your Name