



## THE INVITATION LETTER

## The invitation letter

The invitation letter is one of the most important documents when it comes to applying for a visa. Along with the contract, it is evidence for the Embassy that the Au Pair will take part in the Au Pair program in the Host Country and is being invited by a Host Family to live with them. Therefore, it will have to include the address of the Host Family and it will help to outline the duties and responsibilities of the Au Pair.

Here you are an example of how the invitation letter should look like.

Family Name  
Family Address  
Telephone

Name of the Au Pair  
Address of the Au Pair  
City and date

### Au Pair Invitation Letter

Dear *(Au Pair name)*,

We, *(name of the parents)*, want to invite you to be our Au Pair in *(City, Country)*.  
Your stay would begin on the *(Date)* or in the next possible date and will last for \*\*\*  
months.

We are very glad to take part in this cultural exchange and to help you improve  
your language skills and learn more about our culture. During your stay you will  
support us in activities related to our children *(Name and age of the children)*. Some  
of your duties are:

*(Description of the Au Pair's responsibilities during the stay)*

During your time with us, we expect you to work a maximum of \*\*\* hours a week.  
You will also have \*\*\* free days a week to enjoy our country. We will also respect the  
working schedule for you to attend a language course. For your support to our  
family, we will pay you \*\*\* a month as pocket money. We will also pay for your  
health insurance which covers medical and accident expenses during the length of  
your Au Pair stay with our family.

We assure you that we will be responsible for your expenses during your Au Pair stay.  
We are really excited to welcome you as a family member and learn more about  
your culture.

Best Regards,

---

Name and signature of the Host Parents