

B-2 Sample Invitation Letter

General Information

Use the letter below as a guideline for writing a letter to invite your family/friends to the United States.

Sample Letter

Date
Consular Officer
United States Consulate/Embassy
City/Country

Dear Consul,

My name is (your name) and I am an (F-1, J-1, etc) student at Cal Poly Humboldt in Arcata, California, pursuing a (bachelors/masters) degree in (field of study). A transcript and a copy of my (I-20/DS-2019) are attached as proof of my enrollment.

I wish to invite the following individuals to visit/to my commencement ceremony to be held in Arcata, California.

FIRST NAME
LAST NAME
DATE OF BIRTH
RELATIONSHIP TO YOU

Please assist them in receiving a tourist visa so that they may attend the ceremony as my guest.

My guests will stay at (location) during the duration of their visit, and the costs of their visit will be covered by (financial information). Please see the attached financial documentation for more details.

Thank you for your time and kind consideration of the attached visa application.

Sincerely,

Signer's Name