

## Sample Invitation Template

**address of the Embassy/Consulate**  
**where your visitor will apply for the visa –**  
**find the address at <http://www.usembassy.gov>**

**Date of your letter**

Dear Consular Officer,

My name is **your full name here** and I am a **F-1 international** student at The University of Scranton in Scranton, Pennsylvania, USA, studying for a **Bachelor's, Master's, Doctorate** degree in **your major**.

I am inviting my **mother, brother, aunt, friend, etc., full name of the person you are inviting** to visit me in the United States for the purpose of **reason for their visit – e.g. “my graduation ceremony on May 25th, 20XX,” “to celebrate my 20th birthday on January 2, 20XX,” etc..**

**full name of the person you are inviting** will be visiting from **insert dates of start of visit** to **insert date of end of visit**.

While visiting me, **full name of the person you are inviting** will stay **where will they stay?**  
The address is **address of where they will stay – with you, the hotel address, etc..**

**If other activities or travel will occur during their stay, add a sentence here: e.g. “After my graduation ceremony, my visitor and I plan on visiting New York City to do some sightseeing”**

Thank you for your consideration.

Sincerely,

**your signature your full name (typed)** 