

# SAMPLE INVITATION LETTER FOR YOUR FAMILY AND FRIENDS

*(Replace the items in brackets with your specific information)*

**[Date]**

U.S. **[Consulate or Embassy]** **[City, Country location of U.S. Consulate or Embassy]**

Dear Consular Officer:

I, **[name as it is on your passport and I-20/]**, a citizen of **[country of citizenship]**, am currently a **[graduate/undergraduate student or visiting scholar]** at Alderson Broaddus University, in lawful **F-1** status.

I would like to invite my **[relationship]**, **[full name on passport]**, a citizen of **[country of citizenship]**, to visit me in **[U.S. State]**. The purpose of the visit is to **[state purpose of the trip]** for the period from **[date]** to **[date]**. During **[his/her]** visit, **[he/she]** will stay at address indicated below.

## HOST (STUDENT) INFORMATION:

Name: \_\_\_\_\_

Date of Birth: \_\_\_\_\_

SEVIS ID #: \_\_\_\_\_

Current Address in the U.S.: \_\_\_\_\_

## VISITOR INFORMATION

Name: \_\_\_\_\_

Current Address in Home Country: \_\_\_\_\_

Date of Birth: \_\_\_\_\_ Passport Number: \_\_\_\_\_

Address during the U.S. Visit: \_\_\_\_\_

**[Visitor name]** also prepared all other required documents for your review and they are enclosed in **[his/her]** application.

Should you have any questions regarding my academic status at Alderson Broaddus University please feel free to contact me by phone at **[your phone # in the U.S.]** or by email at **[your AB email address]**. Thank you for your consideration.

Sincerely yours,

***[Your signature]***