

**SAMPLE INVITATION LETTER TO INVITE FAMILY/FRIENDS TO U.S.**

*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/DS-2019]**, a citizen of **[country of citizenship]**, am currently a **[graduate/undergraduate student or visiting scholar]** at Tarleton State University, in lawful **[F-1, J-1, etc.]** status.

I would like to invite my **[relationship]**, **[full name on passport]**, a citizen of **[country of citizenship]**, to visit me in Stephenville, Texas. The purpose of the visit is to **[state purpose of the trip]** for the period from **[date]** to **[date]**. During their visit, they 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 their application.

Should you have any questions regarding my academic status at Tarleton State University, please feel free to contact me by phone at **[your phone # in the U.S.]** or by email at **[your go.tarleton.edu email address]**. Thank you for your consideration.

Sincerely yours,

**[Your signature]**

**[Your Typed Name]**