**(Today’s Date)**

U.S. Consular Officer,

Non-immigrant Visa Section

**(Location of US Consulate - Country)**

# 

To Whom It May Concern:

I, **(Ms./Mr.) (Your Full Name)**, am an international **(undergraduate/graduate)** student currently studying **(Your Major/Program)** at Valparaiso University. I would like to invite **(Name of Your Guest)** to **(attend my graduation ceremony/to visit me).** Please consider **(his/her)** application for a B-2 visitor’s visa.

**Visitor Information**

**Full Name of Visitor: (Your Guest’s Passport Name)**

**Gender: (Male/Female)**

**Date of Birth:** **(According to Passport)**

**Citizenship**: **(According to Passport)**

**Relationship to Student: (relationship to you - Mother, Father, Cousin, etc.)**

**Profession/Work Title:** **(your guest’s job title)**

**Employer: (your guest’s employer)**

**Expected Arrival Date: (date your guest will travel to the US)**

**Length of Proposed Stay: (how many days/weeks/months your guest will stay)**

**Consulate Where Visitor Is Applying For Visa**: **(Location of US Consulate - City, Country)**

Thank you for carefully considering my guest’s application for a B-2 visitor’s visa. Please contact me if I can be of further assistance.

**(your signature here)**

**(Your Full Name)**

**(Your Phone Number)**

**(Your E-mail Address)**