

(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)