**Sample Invitation Letter**

The following suggestion is meant as ADVICE only. We cannot guarantee how U.S. consulates will approach each individual situation.

**Suggested Invitation Letter Format**

Date:

United States Consul General

*(Address of Foreign Consulate Where Person Will Apply for the Visa – check online)*

Dear Honorable Consul:

My name is **(Last Name)**, **(First Name)** and I reside at **(Your US Address)**. I am a student at James Madison University majoring in **(Major)**. I am requesting that a tourist (B-2) visa be issued to **(Person you want to invite)**, in order to allow (**her/him**) to visit with me in the United States. (**She/He**) is my **(Explain your relationship to the person)** and will be visiting with me from **(arrival date)** to **(departure date)**. **(Explain why you want the person to visit)**.

During (**her/his)** stay in the United States, (**she/he)** will stay with me at my residence at the address stated below. I will be responsible for all of (**her/his)** room and board expenses while (**she/he)** is in the United States. Upon the termination of (**her/his)** visit, (**she/he)** will return to **(Country)**.

Your kind consideration of this request will be greatly appreciated.

Very truly yours,

**(Signature)**

Name

Address

Email