

<<Today's Date>>

<<Embassy or Consulate>> of United States

<<Location of Embassy or Consulate>>

Letter of Invitation

Dear Visa Issuance Official:

My name is <<Your Full Name>> and I am a <<F-1 or J-1>> International Student at Pacific Lutheran University in Tacoma, Washington. I would very much like to have the following family visit me:

<<Family Member's Full Name>>

<<Relationship to You>>

Date of Birth: <<Family Member's Date of Birth>>

While visiting the U.S., my family will stay at:

<<Address Where Family Members Will Stay>>

<<Detailed/ Approximate>> travel itinerary of my family visit is below <<OR TBD>>:

Arrive to U.S. on: <<MM/DD/YYYY>>

Depart from U.S. on: <<MM/DD/YYYY>>

The Commencement ceremony will be held on <<Date of Commencement>>.

Thank you for your assistance. If you have any questions or concerns, please do not hesitate to contact me by phone at: 1 (XXX) XXX-XXXX or by email at: XXXXXX@XXX.XXX

Sincerely,

<<Your signature>>

<<Your Full Name>>