

[student's name]  
[address]  
[phone number]

[date]  
U.S. [Consulate or Embassy]  
[city, country location of U.S. Consulate or Embassy]

To Whom It May Concern:

My name is [student's name]. I am a [your position: graduate or undergraduate student, etc. ] at the Concordia University Irvine in F1 Visa status. [If you are a student on post-completion OPT you should say this here.]

I am writing this letter to confirm that I have invited my [relationship to student], [name of person(s) being invited], citizen[s] of [country], to visit me for a period of [number of weeks or months]. I would like to visit with my [relationship to student] in California. [state purpose of visit here].

[name of person(s) being invited] will be presenting this letter to you, along with evidence to establish their close ties to [country], and to assure you that they will return prior to the expiration of their stay in the United States.

During their time in the US, I certify that I will be fully responsible for the cost of room, board and travel within the US [state this only if it is true].

Your consideration of this request is greatly appreciated.

Sincerely,

[student's name]