(Student or Scholar’s Name)

(US Address)

(US Phone Number)

(Email Address)

(Insert Date)

U.S. (Consulate or Embassy)

(City, Country location of U.S. Consulate or Embassy)

To Whom It May Concern:

My name is (student/scholar). I am a (your level or position at WVU: graduate or undergraduate student, researcher, professor) at West Virginia University in (F-1 or J-1) 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 (insert family relationship – e.g. father), (name of person(s) being invited), who is/are citizens of (country), to visit me for a period of (insert number of weeks or months). I would like to visit with my (insert family relationship to student/scholar) to (state purpose of visit here – e.g. graduation, visit, tourism).

(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 (only state this if true).

Your consideration of this request is greatly appreciated.

Sincerely,

[Student or Scholar’s Name]