

# INVITATION LETTER FOR US VISA

---

\_\_\_\_ [Your Full Name]  
\_\_\_\_ [Your Full U.S. Address]  
\_\_\_\_, \_\_\_\_\_, \_\_\_\_\_ [City, State ZIP Code]  
\_\_\_\_ [Email Address]  
\_\_\_\_ [Phone Number]  
  
\_\_\_\_, 20\_\_

To

The Consular Officer  
United States ☐ Embassy ☐ Consulate  
\_\_\_\_ [City, Country of Visa Applicant]

Subject: Invitation Letter for \_\_\_\_\_ – Passport No. \_\_\_\_\_

Dear Sir or Madam,

I am writing to invite my \_\_\_\_\_ [relationship to the visitor],  
\_\_\_\_\_ [Visitor's Full Name], who resides at [visitor's full foreign address], to visit  
me in the United States for a temporary stay from \_\_\_\_\_, 20\_\_ [arrival date] to \_\_\_\_\_, 20\_\_  
[departure date].

(Education/Graduation Purpose)

I am a legal resident of the United States and currently a full-time student at  
\_\_\_\_\_ [University Name]. I will be graduating on \_\_\_\_\_, 20\_\_ [graduation  
date] and wish to invite \_\_\_\_\_ [Visitor's Name(s)] to attend the ceremony and  
celebrate this important milestone with me.

During their stay, they will live with me at my residence, and I will take responsibility for accommodation  
and basic living expenses. I confirm that \_\_\_\_\_ [Visitor's Name] fully intends to  
return to \_\_\_\_\_ [home country] after attending my graduation ceremony. ☐ He ☐  
She ☐ They has/have ongoing responsibilities at home, including work and family obligations, and is  
visiting the U.S. solely for this short-term occasion.

(Academic Collaboration / Research / Study Conference)

I am writing to formally invite \_\_\_\_\_ [Full Name of Invitee], \_\_\_\_\_  
[their academic/professional title, e.g., Assistant Professor at XYZ University in Country], to the United  
States to participate in \_\_\_\_\_ [academic collaboration / research project  
/ academic conference / workshop].

The visit is scheduled to take place from \_\_\_\_\_, 20\_\_ [Start Date] to \_\_\_\_\_, 20\_\_ [End Date],  
during which time ☐ he ☐ she ☐ they will engage in academic discussions, collaborative research

activities, and scholarly exchange with faculty and researchers in our department. The focus of the collaboration is \_\_\_\_\_ [briefly describe the subject, e.g., joint research on sustainable energy systems / workshop on international legal reforms / presentation of ongoing fieldwork, etc.].

We believe that this visit will contribute meaningfully to our mutual research objectives and strengthen institutional ties between our respective organizations. ☐ His ☐ Her ☐ Their travel is temporary and solely for academic purposes.

During the visit, ☐ he ☐ she ☐ they will be responsible for covering travel and living expenses [or specify if your institution is providing funding or housing assistance]. We are happy to provide further documentation or confirmation upon request.

(Business Purpose)

I am a legal resident of the United States, currently employed as a \_\_\_\_\_ [Job Title] at \_\_\_\_\_ [Company Name]. I am inviting \_\_\_\_\_ [Visitor's Name], a valued [colleague/business partner] to visit the United States for [meeting, conference, training, etc.] purposes.

The visit is scheduled from \_\_\_\_\_, 20\_\_ [start date] to \_\_\_\_\_, 20\_\_ [end date], and is crucial for advancing collaboration between our teams. I confirm that \_\_\_\_\_ [Visitor's Name] will return to \_\_\_\_\_ [home country] upon conclusion of the business meetings. ☐ He ☐ She ☐ They is/are a key part of operations at \_\_\_\_\_ [Foreign Company Name] and is expected to resume normal duties immediately after the visit.

(Tourism / Vacation)

I am a legal resident of the United States and wish to invite \_\_\_\_\_ [Full Names of Invitees], to visit the United States for a family vacation. The proposed dates of travel are from \_\_\_\_\_ [insert start date] to \_\_\_\_\_ [insert end date].

We plan to tour several attractions including [mention major destinations such as New York City, Los Angeles, Grand Canyon, Disney World, etc.], and spend quality time together as a family. This trip is intended purely for tourism and leisure. My family members will return to \_\_\_\_\_ [Home Country] at the end of their visit.

I will be responsible for all accommodation and travel arrangements within the United States. They will be staying with me at my residence at \_\_\_\_\_ [insert address if they are staying with you], or at a hotel that I will arrange for the duration of their stay.

(Open Purpose)

I am a legal resident of the United States, residing at the address listed above. I am inviting \_\_\_\_\_ [Visitor's Name] to visit the United States from \_\_\_\_\_, 20\_\_ [arrival date] to \_\_\_\_\_, 20\_\_ [departure date] for \_\_\_\_\_ [briefly state the reason for visit].

During the visit, ☐ he ☐ she ☐ they[he/she/they] will stay at my residence and I will take responsibility for accommodation and basic living expenses. This visit is intended to be temporary in nature.

I confirm that \_\_\_\_\_ [Visitor's Name] has no intention of remaining in the United States beyond the permitted period. ☐ He ☐ She ☐ They has strong ties to \_\_\_\_\_ [home country], with ongoing responsibilities and commitments, and fully plans to return at the end of the visit.

I understand that this letter will be used in support of a U.S. non-immigrant visa application, and I confirm that the invitee has no intention of overstaying the visa or violating the terms of their admission.

(Optional) Attached to this letter are: (Check all that apply)

- ☐ A copy of my passport [and visa/permanent resident card, if applicable]
- ☐ Proof of residence (e.g., lease or utility bill)
- ☐ Proof of my relationship with the invitee
- ☐ \_\_\_\_\_

I kindly request that you consider \_\_\_\_\_ [Visitor's Name]'s application favorably. Should you require any additional information, feel free to contact me at the information provided above.

Thank you for your time and assistance.

Sincerely,

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_, 20\_\_

[Your Signature]  
[Your Printed Name]