

## Invitation Letter Template

United State Embassy in \_ [City of Embassy] \_

\_\_\_\_\_ [Date] \_\_\_\_\_

\_\_\_\_\_ [Address of Embassy] \_\_\_\_\_

To Whom It May Concern:

I, \_\_\_\_\_ [Writer's name] \_\_\_\_\_ (DOB: \_\_\_\_\_ [Date of Birth] \_\_\_\_\_, Passport Number: \_\_\_\_\_ [Passport Number] \_\_\_\_\_), am an international student at Iowa State University residing at \_\_\_\_\_ [Address] \_\_\_\_\_, \_\_\_\_\_ [City] \_\_\_\_\_, \_\_\_\_\_ [State] \_\_\_\_\_, on a \_\_\_\_\_ [Visa Status] \_\_\_\_\_ visa (\_\_\_\_\_ [SEVIS Number] \_\_\_\_\_). I can be contacted via phone at \_\_\_\_\_ [phone number] \_\_\_\_\_ or via email at \_\_\_\_\_ [email address] \_\_\_\_\_.

I would like to invite my \_\_\_\_\_ [Relationship] \_\_\_\_\_, \_\_\_\_\_ [Applicant's Name] \_\_\_\_\_ (DOB: \_\_\_\_\_ [Date of Birth] \_\_\_\_\_, Passport Number: \_\_\_\_\_ [Passport Number] \_\_\_\_\_), from \_\_\_\_\_ [City] \_\_\_\_\_, \_\_\_\_\_ [Country] \_\_\_\_\_. The reason for the visit is

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_. The expenses incurred by \_\_\_\_\_ [Applicant's Name] \_\_\_\_\_ will

be covered by \_\_\_\_\_ [name and relationship of person covering expenses] \_\_\_\_\_. \_\_\_\_\_ [Applicant's Name] \_\_\_\_\_ will be staying at \_\_\_\_\_ [accommodation name and address] \_\_\_\_\_ and would plan to be in the United States from \_\_\_\_\_ [Date of Arrival in US] \_\_\_\_\_ to \_\_\_\_\_ [Date of Departure from the US] \_\_\_\_\_.

Sincerely,

Sign here

\_\_\_\_\_ [Type your Name] \_\_\_\_\_