

Sample Personal Invitation Letter

Replace the items in brackets with your specific information. Remove both of these headings after editing.

[Date]

U.S. Consulate – Nonimmigrant Visa Section

[City and Country of Consulate (e.g., "London, United Kingdom")]

Dear Consular Officer:

I, [name as it is on your passport and I-20], a citizen of [country of citizenship], am currently a [graduate/undergraduate] student in lawful F-1 status at Sacred Heart University located in Fairfield, Connecticut.

I am writing to invite my [relationship to you], [full name on passport], a citizen of [country of citizenship], to visit me in Connecticut. The purpose of the visit is to [state purpose of the trip] for the period from [date] to [date]. During their visit, they will stay at address indicated below.

Host (Student) Information

Name: _____

Date of Birth: _____

SEVIS ID #: _____

Current Address in the U.S.:

Visitor Information

Name: _____

Current Address in Home Country:

Date of Birth: _____ Passport Number: _____

Address during the U.S. Visit:

Thank you for your consideration. Should you have any questions, please feel free to contact me by phone at [your phone # in the U.S.] or by email at [your SHU email address].

Sincerely,

[Sign the letter in ink]