**SAMPLE LETTER OF INVITATION ADDRESSED TO CONSULATE OFFICER**

(Date)

United States Consular General

(Address of Consulate)

Regarding: (Name of Visitor(s), their date of birth, nationality and passport number)

Dear Sir or Madam,

My name is (Host’s name), residing at (Host’s address) and I am a citizen of the United States. I work as (Host’s occupation) at (Host’s Employer’s name) located at (Host’s employer’s address) and earn

 ($ dollars) per year.

I am writing to request that you issue a tourist (B-2) Visa to (Visitor’s name) who resides at (Visitor’s address). The Visa will enable him/her to visit me in the United States. I have known him/her for (number) years and would very much like him to visit me.

(Visitor’s name) will be visiting me from (Date of entry) to (date of Exit). During his/her stay he/she will be staying with me at my home at the address listed above.

I will take responsibility for his/her living expenses, including round trip transportation and financial support while he/she is visiting the United States. I will personally make sure that he/she will return to (Visitor’s Hometown) before the expiration of his/her authorized stay.

(Visitor’s name) will be presenting this letter to you along with other evidence in order to establish close ties with (Visitor’s Home Country) and to assure you that he/she will return to (Visitor’s Country) before the expiration of his/her stay in the United States.

Thank you in advance for your assistance in granting this Visa request.

Sincerely,

(Host’s Signature)

(Host’s name)

(Host’s Address)

(Host’s Telephone Number)

(Host’s email address)