

SAMPLE INVITATION LETTER FOR YOUR FAMILY AND FRIENDS

(Replace the items in brackets with your specific information and fill in your information as host and your guest's information as visitor)

[Date]

U.S. [Consulate or Embassy] [City, Country location of U.S. Consulate or Embassy]

Dear Consular Officer:

I, [name as it is on your passport and I-20/DS-2019], a citizen of [country of citizenship], am currently a [graduate/undergraduate student or visiting scholar] at the University of Maine, in lawful [F-1 or J-1] status.

I would like to invite my [relationship], [full name on passport], a citizen of [country of citizenship], to visit me in Maine. The purpose of the visit is to [state purpose of the trip] for the period from [date] to [date]. During [his/her] visit, [he/she] will stay at the address indicated below.

HOST 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:

[Visitor name] also prepared all other required documents for your review and they are enclosed in [his/her] application.

Should you have any questions regarding my academic status at the University of Maine, please feel free to contact me by phone at [your phone # in the U.S.] or by email at [your UMaine email address]. Thank you for your consideration.

Sincerely yours,

[Your signature]

THIS IS HOW YOUR FINISHED LETTER SHOULD LOOK

02/06/2024

U.S. Embassy Wellington, New Zealand

Dear Consular Officer:

I, Joe Sample, a citizen of New Zealand, am currently an undergraduate student at the University of Maine, in lawful F-1 status.

I would like to invite my mother, Jane Sample, a citizen of New Zealand, to visit me in Maine. The purpose of the visit is to attend my commencement ceremony for the period from 05/1/2024 to 05/7/2024. During her visit, she will stay at the address indicated below.

HOST INFORMATION:

Name: Joe Sample

Date of Birth: 05/2/2002

SEVIS ID #: N1234567890

Current Address in the U.S.:

5775 Stodder Hall, Orono, ME, 04468

VISITOR INFORMATION

Name: Jane Sample

Current Address in Home Country:

15 Main Street, Auckland, New Zealand 0639

Date of Birth: 11/14/1968

Passport Number: NZ055450

Address during the U.S. Visit:

5775 Stodder Hall, Orono, ME, 04468

Jane Sample also prepared all other required documents for your review and they are enclosed in her application.

Should you have any questions regarding my academic status at the University of Maine, please feel free to contact me by phone at (555) 555-5555 or by email at joe.sample@maine.edu. Thank you for your consideration.

Sincerely yours,

Joe Sample