



[Date of visa interview]

[Your Name]
[Your Address]

[Embassy / Consulate Name]
[Embassy / Consulate Address]

RE: Letter of Invitation for [Family / Friend Name]

To Whom It May Concern:

I'm writing this letter on behalf of [Family / Friend Name], who is my [relationship to family / friend] and a citizen of [Country of citizenship]. [Friend / Family Name] is planning to visit me in the United States from [dates of travel] while I am working as a [your position at SMC] at Saint Mary's College of California in Moraga, California.

The purpose of [Family / Friend Name]'s visit to the United States is social as well as tourism. During their visit, they will stay with me at the address mentioned above, and I will bear all of the financial expenses involved with traveling to and staying in the United States.

Please assist [Family / Friend Name] in applying for a B-1/B-2 tourist visa to visit the United States. I've attached copies of my [immigration documents or US passport or SMC supporting documents] to show my affiliation with Saint Mary's College of California and my legal standing in the United States.

I will make sure that [Family / Friend Name] will leave the United States before their authorized period of stay expires. I appreciate your support with this matter and thank you for your time.

Sincerely,

[Sponsor signature]
[Sponsor full name]