Sample of letter of invitation addressed to the consular officer

[Date]
United States Consulate General
[Address of the Consulate]

Dear Honorable Consul,

[Visitor’s Name] – PASSPORT NO XXXXXXXX – Born on [Visitor’s Date of Birth]

My name is [Host’s Name], residing at [Host’s Address] and I am a United States citizen (or lawful permanent resident alien).

I am requesting that you issue a tourist (B-2) visa to [Visitor’s Name] who resides at [Visitor’s Address]. This is to allow him to visit me in the United States. We have known and been friends for the past 3 years and I would like him to visit me this summer.

[Visitor’s Name] will be visiting me from [Date of Entry] to [Date of Exit]. This will be a great time because we will both be off work at this time. During his / her stay in the United States, he/she will stay with me at my home at the address stated above.

I will be responsible for his / her accommodation expenses while he / she is in the United States. Upon the termination of his / her visit, he / she will return to [Visitor’s Hometown].

[Visitor’s Name] will be presenting this letter to you, together with other evidence to establish his close ties with [Visitor’s Home Country], and to assure you that he / she will return prior to the expiration of his / her stay in the United States.

Your kind consideration of this request will be highly appreciated.

Yours Truly,
[Host’s Name]
[Host’s Address]
[Host’ Phone Number]
[Host’s signature]