**SAMPLE LETTER for Inviting Foreign Guests to Commencement**

Your U.S. Address

City, State, Zip

(Date)

Consular Officer

United States (Consulate or Embassy)

*(Find embassy/consulate address, go to* <http://www.usembassy.gov> )

(City), (Country)

Dear Consular Officer,

***(DO NOT MAIL this letter to the embassy/consulate. Ask your guest to bring it with the graduation verification letter to the visa interview.)***

My name is Phuong Ngoc Uyen Tran. I am a student on F-1 visa status at the University of Washington-Seattle, pursuing a bachelor’s degree in Geography: Data Science. I am graduating in March 15th, 2024 or the quarter of Winter 2024. Attached please see the letter from my University verifying my graduation.

I would like to invite my family (including my parents, sister, and grandparents) listed below to attend my Commencement Ceremony that will be held on June 10th, 2024.

First Name LAST NAME (as in passport), Relationship to you, his/her address

(List same info as above for more guests here).

My guest(s) will stay at (U.S. address) during their visit, (and may visit a few other U.S. cities before returning home.) It would be greatly appreciated if you could grant him (her or them) a visitor visa so that he (she or they) may join me to celebrate my graduation.

If you have any questions, I can be reached by email at (email address) or by phone at (phone number).

Thank you for your time and kind consideration of the visa application.

Sincerely,

Signature

Your full name