

(Date)

United States Consul General

(Address of Foreign Consulate Where Person Will Apply for the Visa – check online)

Dear Honorable Consul:

My name is **(Last Name)**, **(First Name)** and I reside at **(Your U.S. Address)**. I am a student at the California State University, San Bernardino majoring in **(Major)**. I am requesting that a tourist (B-2) visa be issued to **(Person you want to invite)**, in order to allow **(her/him)** to visit me in the United States. **(She/He)** is my **(Explain your relationship to the person)** and will be visiting me from **(arrival date)** to **(departure date)**.

(Explain why you want the person to visit – whether it is for a family birthday, graduation ceremony, or just a leisurely visit to the US. It is also appropriate to include a short description of activities that will occur during their stay, including – who will pick the visitor up from the airport, what will be done, and who will take the visitor back to the airport to ensure departure).

Your kind consideration of this request will be greatly appreciated.

Very truly yours,

(Signature)

(Name)

(Address)

(Email)