Template Invitation Letter for Family Member Applying for B-1/B-2 visa:

(Student’s Name)

(Student’s US Address)

(Student’s Phone Number)

(Date)

US Consulate (or Embassy)

(City/Country location of US Consulate or Embassy)

To Whom It May Concern:

My name is (your name), and I am a (bachelor’s/master’s/doctoral) student at University of Hawaii at Manoa in (F-1 or J-1) status. (Or, if you are on post-completion OPT or Academic Training, state that here.)

I am writing this letter to confirm that I have invited my (brother, mother, aunt, etc.), (their name) to visit me in Hawaii for (duration of visit in days, weeks, months). (You can add information that may be relevant or persuasive, such as the primary reason for the visit is to attend your graduation, or to help care for your young children, etc.)

(Name of persons visiting) will be presenting this letter to you, along with evidence to establish their close ties to (home country), and to assure you that they will return home prior to the expiration of their allowed stay within the United States. During their visit in the US, I certify that I will provide them with room and board and travel expenses (state this only if it is true).

Your consideration of this request is greatly appreciated.

Sincerely,

(Your signature)

(Your typed Name)