[DATE]

[Name and Address of Embassy/Consulate  
where your visitor will apply (find the address at <https://www.usembassy.gov>)]

Dear Officer:

My name is [YOUR NAME]. I am a [GRADUATE/UNDERGRADUATE] student at the University of Pennsylvania’s [YOUR SCHOOL] in F-1 status from [I-20 START DATE] to [I-20 END DATE].

*\*\*If you are on post-completion OPT*: I am sponsored by the University of Pennsylvania in F-1 status on OPT from [EAD START DATE] to [EAD END DATE].

I am writing this letter to inform you that I have invited the following family members to visit me in the United States from [DATE] to [DATE]. The purpose of their visit is [[PURPOSE – e.g., so that they can attend my commencement ceremony on [DATE]].

|  |  |  |
| --- | --- | --- |
| Name: | Relationship to Student | Date of Birth |
|  |  |  |
|  |  |  |
|  |  |  |
|  |  |  |

Your consideration of this request is greatly appreciated.

Sincerely,

[*YOUR SIGNATURE*]

[PRINT YOUR FULL NAME HERE]