**[student or scholar’s name]**

**[address]**

**[phone number]**

**[date]**

U.S. **[Consulate or Embassy]**

**[city, country location of U.S. Consulate or Embassy]**

To Whom It May Concern:

My name is **[student or scholar’s name].** I am a **[your position (graduate student, researcher, professor, etc.)]** at the University of North Dakota in **[F-1 or J-1]** status. **[If you are a student on post-completion OPT or Academic Training you should say this here.]**

I am writing this letter to confirm that I have invited my **[relationship to student/scholar], [name of person(s) being invited]**, citizen[s] of **[country]**, to visit me for a period of **[number of weeks or months**]. I would like my **[relationship to student/scholar**] to visit me in North Dakota for the purpose of **[state purpose of visit here].**

**[name of person(s) being invited]** will be presenting this letter to you, along with evidence to establish their close ties to **[country]**, and to assure you that they will return prior to the expiration of their stay in the United States. During their time in the US, I certify that I will be fully responsible for the cost of room, board and travel within the U.S. **[state this only if it is true].**

Your consideration of this request is greatly appreciated.

Sincerely,

**[student or scholar’s name]**