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](http://www.usembassy.gov/) )

(City), (Country)

Dear Consular Officer,

My name is (your name) and I am a student at Virginia Polytechnic Institute and State University (Virginia Tech), pursuing a (bachelor’s, master’s, doctorate) degree in (major field of study). I am graduating in (month, year). Attached please see the official verification letter from Virginia Tech verifying my upcoming graduation.

I would like to invite my family (and/or friends) listed below to attend my Commencement Ceremony and other celebration activities that will be held in (month, year): <https://commencement.vt.edu/schedule.html>

First Name Last Name (written as shown 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. It would be greatly appreciated if you could grant them a visitor visa so that 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). Virginia Tech may be reached at [registrar@vt.edu](mailto:registrar@vt.edu) or 540-231-6252 if the information provided on my degree verification needs to be validated.

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

Sincerely,

Signature

Your full name