Letter of Invitation Template (for B1/B2 visitor)

Date: __________________________

To Whom it May Concern:

I, the undersigned, residing at ______________________________________ (U.S. Address)
would like to invite ___________________________________ (Full name of guest)
residing at __________________________________________ (address in home country)

Purpose of Invitation: ________________________________________________

Other planned activities in the U.S.: __________________________________________

Dates of Invitation: From: _______________________ (M/D/Y) To: ___________________________ (M/D/Y)

My Information:

Name _____________________________________________________________________________________

Date of Birth (M/D/Y) ___________________________ Place of Birth __________________________

Present Address ________________________________________________________________

__________________________________________________________

Passport Number __________________________________________________________________________

Date of issue (M/D/Y): ___________________________ Passport valid until: ________________________

Last date of entry into the U.S. (M/D/Y) __________________________

Occupation __________________________________________________ Relationship to guest: __________________________

Information about Guest:

Name _____________________________________________________________________________________

Date of Birth (M/D/Y) ___________________________ Place of Birth __________________________

Present address ________________________________________________________________

__________________________________________________________

Occupation of guest ________________________________________________________________

Name and address of employer of guest __________________________________________________

Inviter’s name __________________________________________________________________________

Inviter’s signature ______________________________________________________________________