DATE

To Whom It May Concern:

My name is [*your full name*], [*SEVIS ID: N00--------*]and I am a [*visa category*: F-1 student, J-1 exchange visitor, H-1B worker, etc.] engaged in a program within the [*UR department*] at the University of Rochester in Rochester, NY. I am currently expected to continue this program through [*completion date*: Month Year].

I would like to invite [Ms./Mr.] [*visitor’s full name*], my [*relationship to you*: parent, sibling, friend, etc.], for a visit to the United States from [Month Year] through [Month Year]. My visitor will reside with me at [*your home address in Rochester*]. Additionally, I will be responsible for [his/her] expenses during their stay in the United States.

Thank you for your help in making this reunion possible.

Sincerely,

[*your name*]