August 5, 2019

Consular Officer

(Address of US Consulate or Embassy)

(City), (Country)

Dear Consuluar Officer,

My name is (your name) and I am an (F-1, J-1, etc.) student at the University of Missouri – St. Louis pursuing a (bachelor’s, master’s, etc.) degree in (field of study). A transcript and a copy of my (I-20 or DS-2019) are attached as proof of my enrollment. Please note that I wish to invite the following individuals to my commencement ceremony in St Louis, Missouri:

First Name LAST NAME, Date of Birth, Relationship to you

Please assist the above-mentioned people in receiving a tourist visa so that they may attend the ceremony. My guests will stay at (name of residence or hotel) during the duration of their visit, and the costs of their visit will be covered by (name of person). Please see the attached financial documentation for more details.

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

Sincerely,

(Your name & Signature)