Your U.S. Address

City, State, Zip

(Date)

Consular Officer

United States (Consulate or Embassy)

(To find embassy/consulate address go to http://travel.state.gov/visa/embassy/embassy/4825.html)

(City), (Country)

Dear Consular Officer,

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- My name is (your name) and I am a student in (F1, J1, etc.) visa status at Salem State study). I am graduating in (month and year of 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 and year).
- First Name, LAST NAME (as on 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, (and may visit a few other U.S. cities