

**TODAY'S DATE**

**Your Name**

**Your U.S. Street Address**

**City, State Zip Code**

U.S.A.

Consular Officer

U.S. Embassy or Consulate

**Embassy/Consulate Street Address**

**City, State/Province/Prefecture**

**Postal Code**

**Country**

Dear Consular Officer,

My name is [YOUR NAME] and I am pursuing a [CHOOSE ONE OPTION: BACHELOR, MASTER'S OR DOCTORAL] degree in [YOUR FIELD OF STUDY] at New Jersey Institute of Technology. I began my studies at NJIT on [ENTER DATE LISTED ON YOUR I-20 OR DS-2019, MONTH/DATE/YEAR] and I am expecting to complete my program requirements by [ENTER MONTH AND YEAR OF GRADUATION]. Please see attached a copy of my [CHOOSE ONE: FORM I-20 OR DS-2019].

I wish for the following family member(s) to visit me in the United States for the purpose of [ENTER THE REASON FOR THE LETTER HERE]:

Name:

Relationship:

Date of Birth:

Country of Birth:

[LIST ALL THE FAMILY MEMBERS]

Any assistance you may provide to my family members would be greatly appreciated.

Sincerely,

[YOUR SIGNATURE]

[YOUR NAME]