

February 16, 2023

U.S. Consulate

(name of city where they will be applying)

Dear Sir/Madam:

My name is (enter your full name as it appears in your passport), a student majoring in (name of major) at the University of Central Arkansas, located in Conway, Arkansas. My student ID# is (B00000000). I will be graduating in May 2023. I would like my (mother, father, uncle etc) (name of relative – list only one per letter) to attend graduation activities that start on May 4, 2023.

(He/She) will be applying for a B1/B2 visa. I would appreciate your positive consideration of the application.

Sincerely,

(your signature)

(your name)

Attachment – current course enrollment