

Today's Date
Your Name
Your U.S. Street Address
Your U.S. City, State, Zip Code
United States

Attn: Consular Officer
U.S. Embassy or Consulate
Embassy/Consulate Street Address
Embassy Consulate City, State/Province/Prefecture
Embassy/Consulate Postal Code
Embassy/Consulate Country

Dear Consular Officer,

My name is (Your Name) and I am pursuing a (Bachelor's, Masters, Doctoral) degree in (program of study) at the State University of NY Polytechnic Institute in Utica, N.Y.

I began my program of study at SUNY Poly on (program start date listed on your Form I-20), and I am on schedule to complete my program requirements by (enter month & year of graduation).

I wish for the following family member to visit me in the United States for the purpose of attending my graduation ceremony on (enter date of graduation ceremony).

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|---|
| Family Member Name: Relationship to self: Date of Birth: Country of Birth: |
|---|

Any assistance you may provide to my family to allow them to enter the U.S. and attend this ceremony would be greatly appreciated.

Sincerely,

(Type your name & sign above)