Your Name/Surname
Your Address
Your Phone number
Your Email

Dear Sir/Madam,

I would like to invite my sister, Anna Borisova, to visit the United States. The purpose of the trip is visiting her sister Kira Douglas. She will be staying with me at the above address.

I will personally cover part of expenses including medical coverage, for the duration of her stay in the United States. I will take all the responsibility for her during her stay and her departure from United States at the end of her vacation.

I can state, with absolute certainty, that Mrs. Anna Borisova has no intentions to stay in the United States beyond the legal limitations of her visa. I would appreciate any assistance that you may render in the timely processing of her visa application.

Please do not hesitate to contact me if you have any questions.

Respectfully,

Kira Douglas