



[Date]

[Visitor First and Last Name]

[Title]

[Institution]

[Mailing Address, be sure to include country]

Dear [Last Name]:

I am pleased to invite you to visit NC State University from [start date] to [end date].

The purposes of your visit include [list any visit purposes that apply, e.g. meeting faculty colleagues to discuss research areas of mutual interest, learning more about NC State academic programs, etc.].

I hope this letter will assist you in applying for U.S. travel documents if needed. I look forward to seeing you in [month of visit].

Sincerely,

[Name]

[Title]

[Host Unit/Department]

North Carolina State University