

SAMPLE LETTER\*

Business (B-1) or Business Waiver (WB) Visa

Date:

TO WHOM IT MAY CONCERN

This letter is submitted in support of the non-immigrant status application for a B-1/WB business visa for Dr. XYZ. Dr. XYZ is employed as a \_\_\_\_\_, at \_\_\_\_\_ in \_\_\_\_\_.

The Department of \_\_\_\_\_ at the University of Minnesota would like to invite Dr. XYZ to participate in \_\_\_\_\_ (*purpose*) from May 15 to December 15, 2002. Dr. XYZ's activities will include \_\_\_\_\_.

As an invited business visitor, the University of Minnesota will reimburse Dr. XYZ only for the actual transportation and travel charges, which include round trip airfare, lodging, meals, conference and other expenses based on actual receipts for these items. No payment in excess of actual expenses and/or honoraria will be made.

Therefore we respectfully ask that Dr. XYZ be issued a B1/WB status for entry into the United States for the above business purpose.

Sincerely,