

< Department's Letter Head>

DATE

[Recipient Name] [Title]

[Company Name] [Street Address] [City, ST ZIP Code]

Dear [Recipient's Full Name]:

< Drexel University's department/college name> located at < address > is pleased to invite you for a short-term visit as a [B1/B2/WB/WT Visitor] in the Department of [enter department name].

The expected duration of your visit to our institution is [start date] to [end date]. [Outline any honorarium and or expense reimbursement being offered]. Please note that as a [B-1/B-2/WB/WT visitor] you will not be permitted to participate in employment nor receive a salary from the University. For the duration of your visit, you are invited to [list activities expected to conduct].

Please feel free to contact us if you have any questions.

We look forward to having you join us here at Drexel University.

Your Sincerely

[Your Name] [Title]

*Drexel University provides this letter to the above-mentioned visa applicant as a courtesy. The above information is intended to assist as evidence for their request for a US visitor's visa and admission into the US as a visitor. Drexel University takes no responsibility and accepts no liability for this visa holder.*