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**[MM/DD/YYYY]**

Dear Officer:

This letter is to certify that my **[mother/father/sister/aunt/etc]**, **[Insert first and last name]**, is coming to visit me in **[Dudley, Massachusetts/city you are living]** for **[purpose of visit: graduation, a family vacation, tourism, etc]**. He/She will be staying for **[duration of visit]**, and during this time I will be responsible for their wellbeing.

I am a student in good standing at Nichols College majoring in **[major].** I expect to graduate on **[graduation date]. [If you are on OPT instead you can write: I was a student in good standing at Nichols College. I graduated on [date of graduation] and I am currently working on my Optional Practical Training with [company name].]**

If you require any additional information I can be reached at **[your telephone number]**.

Sincerely,

**[Your name and signature]**