

*On Institution Letterhead*

DATE

U.S. Embassy, CITY  
U.S. Consular Section

Re: VISITOR'S NAME

Dear Sir or Madam:

I am the TITLE of INSTITUTION. The nature of my duties and responsibilities within INSTITUTION means that I am very familiar with the circumstances and facts that I outline below. I offer this letter in support of VISITOR's application for a B-1 Business Visitor visa.

VISITOR seeks admission to the U.S. to participate in the *Third International Accelerator Symposium for Linear Colliders*, which will be held from 19 to 29 October 2008 in Oak Brook, Illinois, U.S.A. At the conclusion of the symposium, VISITOR will return home to INSTITUTION and resume his/her work here. Throughout VISITOR's attendance at the Symposium, INSTITUTION will continue to provide VISITOR with his/her salary.

I confirm, therefore, that VISITOR is a TITLE / ROLE at INSTITUTION. S/He is ...

**BRIEFLY EXPLAIN:**

- **THE PERSON'S CREDENTIALS (1 Sentence).**  
*E.g.* Dr. V has a PhD in Accelerator Physics.
- **AN OVERVIEW OF THE PERSON'S ACTIVITIES AT THE INSTITUTION (1 Sentence).**  
*E.g.* Dr. V is a post-doctorate student in our Physics Department.
- **THE NATURE OF THE PERSON'S WORK IN VERY BASIC, SIMPLE TERMS THAT A NON-PHYSICIST MIGHT UNDERSTAND. IF YOU CAN, EMPHASIZE THE RESEARCH OR THEORETICAL ASPECT TO THE WORK. (2 or 3 Sentences).**  
*E.g.* Dr. V participates in research on the effect of superconductivity on chocolate bars. This involves considerable mathematical analysis, manipulation of certain computer programs that simulate the operation of the accelerators and attempt to predict the actual reaction of the chocolate bars under superconductive circumstances, and of course, the consumption of large quantities of chocolate.
- **THE PERSON'S TERM OF APPOINTMENT. IF THE PERSON HAS FULL TENURE (AN INDEFINITE APPOINTMENT), SAY SO. IF THE TERM IS LIMITED IN SOME WAY (I.E., A TERM APPOINTMENT THROUGH OCTOBER 2011, SAY THIS. (1 Sentence).**  
*E.g.* Dr. V's Post-doctoral assignment at INSTITUTION is expected to last through the end of 2010, but may be extended if mutually agreed at that time.

- **IF THIS PERSON HAS WON AWARDS OR IS PARTICULARLY PROMINENT IN THE FIELD FOR SOME REASON, ADD THIS INFORMATION. BE PROUD OF WHO THIS PERSON IS. (1-2 Sentences).**

E.g. Dr. V has published 3 papers during his term at **INSTITUTION**, 1 of which recently won an award at **EVENT**. He also received a gold medal in recognition of his extraordinary efforts for consuming vast quantities of chocolate.

The focus of the Symposium is theoretical particle physics. Because of **INSTITUTION**'s involvement in theoretical physics and accelerator physics, we eagerly support **VISITOR**'s efforts to attend the Symposium and thereby improve **his/her** skills and the abilities of **INSTITUTION** to participate in this exciting field of endeavor.

We therefore respectfully request your assistance with the issuance of the necessary visa for admission to the U.S. Please contact me at **NUMBER** if you have questions.

Sincerely,

**NAME**  
**TITLE**  
**INSTITUTION**