[Date]  
U.S. [Consulate or Embassy]  
[City, Country Location of U.S. Consulate or Embassy]  

To Whom It May Concern:  

My name is [your Name]. I am a [your Student Status: graduate or undergraduate student] at Stanford University in [F-1 or J-1] status. [If you have already graduated and you are on post-completion OPT or Academic Training, explain this here.]  

I am writing this letter to confirm that I have invited my [the relationship of the person being invited to you], [name of person(s)], citizen[s] of [country of citizenship of the person], to visit me for [state purpose of visit here e.g. attend commencement ceremony] for the following period [enter dates of planned itinerary/schedule].  

Your consideration of this request is greatly appreciated.  

Sincerely,  

[your name]