

Sample letter of invitation for Unitarian minister in Romania. This letter should be on church letterhead. Your minister will need to have the original document – not a fax.

May 5, 2011

Rev XYZ  
537075 Darjiu  
Jud. Harghita  
Romania

Dear Rev. ABC,

On behalf of the Unitarian Universalist Church of XYZ it gives me great pleasure to extend this invitation to you to visit us in the United States this June. The proposed itinerary of your visit with us is in keeping with the spirit of partnership between our two churches and has been sanctioned by both the Unitarian Universalist Partner Church Council and the Transylvanian Unitarian Church.

The planned dates of your visit are June 14<sup>th</sup> through the 27<sup>th</sup> of 2011. During this time we are planning a number of special activities that we expect will strengthen and grow our partnership of X years. These include your speaking at services on June 24<sup>th</sup>, a special dinner with church members on the 23<sup>rd</sup> and meetings with the Board of Trustees and other church leaders.

Your hosts during your stay in XYZ will be Mr. & Mrs. Smith of 123 Oak Street. Your airfare to/from the United States and your expenses during these two weeks, including medical insurance, will be paid by the Partner Church Committee of our congregation. Attached to this letter of invitation please find:

- A letter of support from so and so which enlists your compelling ties to Romania
- Letters from the Bishop's office of the Transylvanian Unitarian and the Unitarian Universalist Partner Church Council stipulating that your visit to the United States is sanctioned by both organizations.

We understand that in addition to these supporting letters you will provide the US Consulate with personal financial information and papers proving ownership of this and that.

We at UUCXYZ are very much looking forward to your visit. We trust that this letter along with the other supporting documentation will convince the United States Consulate in Bucharest of your ties to Romania and your intention to return to Romania at the conclusion of your visit with us.

In Partnership,

Chair, UUCXYZ Partner Church Committee

Minister, Unitarian Universalist Congregation of XYZ