

ON THE SCHOOL'S OFFICIAL STATIONARY

U.S.A. Consulate General  
Visa Processing Division

Dear Visa Processing Officer.

Please allow me to introduce myself. I am NAME, the TITLE at SCHOOL NAME High School in CITY, STATE, COUNTRY.

This letter is to confirm for you the acceptance for the academic year 2010-011, «*First*» «*Last*» as a Rotary Exchange student visitor in our High School. All school signatures and seals of the school on the Rotary Guarantee forms and all other documents pertaining to this student are true and accurate.

- ◆ This student is being hosted by a family that resides in our School District, therefore, there will be no cost for tuition.
- ◆ For Private School: Tuition is being waived for this Rotary Exchange Student.

We are holding a space in our class for «*First*» «*Last*» and I request that you expedite for «*First*» «*Last*» the appropriate visa to enter our country.

The Rotary Youth Exchange Program is a strong asset to our community. It has brought to us many fine student visitors over the years and we look forward to receiving «*First*» «*Last*» for this coming year through this fine organization.

We appreciate all and any courtesies you are able to offer «*First*» «*Last*» in the visa process.

Sincerely yours

NAME OF SCHOOL OFFICER  
TITLE

\_\_\_\_\_  
Signature

State or Commonwealth  
County of COUNTY NAME

NAME OF SCHOOL OFFICER personally appeared and subscribed and sworn before me, this,

the \_\_\_\_\_ of \_\_\_\_\_ 2010

\_\_\_\_\_  
Notary Public

SEAL OF THE NOTARY

My Commission expires on \_\_\_\_\_