

(Sample Letter of Invitation)

*For a Unitarian minister in Romania. This letter should be on church letterhead.
Your visiting minister will need to have the original document—not a fax.*

March 1, 2016

Rev. YYYYY
537075 Darjiu
Jud. Harghita
Romania

Dear Rev. YYYYY,

On behalf of the Unitarian Universalist Church of AAAAA, 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 Hungarian Unitarian Church in Romania.

The planned dates of your visit are June 14th through the 27th of 2016. During this time we are planning a number of special activities that we expect will strengthen and grow our partnership of 8 years. These include your speaking at services on June 24th, a special dinner with church members on the 23rd, and meetings with the Board of Trustees and other church leaders. *<Insert your own similar itinerary. >*

Your hosts during your stay in AAAAA will be Mr. and Mrs. BBBB of 123 Elm Street. The Partner Church Committee of our congregation will pay your airfare to and from the United States and your expenses during these two weeks, including medical insurance. Attached to this letter of invitation please find:

- A letter of support from *<Name>* which describes your compelling ties to Romania
- Letters from the Bishop's office of the Hungarian Unitarian Church in Romania, 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 U.S. Consulate with personal financial information and papers proving ownership of this and that.

We at the UUC AAAAA 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, UUCA Partner Church Committee