

# Visa Invitation Letter Template for Event Attendees

Date:

To Whom It May Concern,

**Subject: Invitation to Attend [Event Name]**

This letter is to formally invite , holding passport number , to attend **[Event Name]** which will take place from to at **[Venue/Location]** in **[City, Country]**.

**[Your Organization/Host Name]** is organizing this event, which aims to . We believe that the presence of will contribute greatly to the success of our event.

We kindly request that necessary arrangements be made for the issuance of a visa to to enable attendance at this event. All accommodation and travel expenses will be covered by **[self/sponsor/organization]**.

Please let us know if you require any further information or documentation in support of this application.

Sincerely,

Name:

Position:

Organization:

Address:

Contact Number:

Email: