[Event Company Ltd]

[Address Line 1]

[Address Line 2]

[City]

[State]

[Zip /Postcode]

[Country]

[your email address]

[your contact number]

[Date]

**Application for visitor visa for \*\*INSERT NAME\*\***

Dear sir / madam,

This is a letter of invitation for **\*name of the visitor and their date of birth\*** to come to the [country] and participate as an [exhibitor / attendee] at our trade show and conference.

**\*\*name\*\*** is representing their company, [company | person] is as an official [exhibitor | attendee] at [Event Name].

[Event name] will be held at the following dates and venue:

[Dates of event]

[venue name and address]

During their stay, they will be [exhibiting / attending] at the above address.

[Event company name] is a registered company in the [country] [company ID] and I being the [your position in company] of this company and [country] citizen support their application for a visa to permit them right to [exhibit / attend].

If any additional details are required, feel free to contact me.

Yours faithfully,

[signed]

[your name]

[position]

[company name]