

Invitation Letter and Travel Itinerary Sample for Conference Attendance

This document provides a comprehensive **invitation letter and travel itinerary sample for conference attendance**, designed to facilitate the visa application process and ensure smooth travel arrangements. The invitation letter includes essential details about the conference, the host organization, and the attendee's role, while the travel itinerary outlines the planned dates, transportation, accommodation, and conference schedule, helping attendees stay organized and prepared for their trip.

Sample Invitation Letter

[Your Organization's Letterhead]
[Date]
Consulate General of [Country]
[Consulate Address]
Subject: Invitation to Attend [Conference Name], [Conference Dates]
Dear Sir/Madam,
I am writing to invite [Attendee's Full Name], holder of passport number [Passport Number], to attend the [Conference Name] which will take place from [Start Date] to [End Date]
[Brief Description about the Conference, its purpose, and significance.]
We kindly request that you grant [Attendee's Name] the necessary visa to attend this event. Our organization will provide support with [mention if offering accommodation, travel].
Should you need any additional information, please do not hesitate to contact us.
Thank you for your kind assistance.
Sincerely,
[Full Name]
[Title/Position]
[Organization Name]
[Contact Information]
[Email Address]
[Organization Website]

Sample Travel Itinerary

Date	Activity	Details
[YYYY-MM-DD]	Departure	Depart from [Home City, Country] on [Airline Name], flight [Flight Number] at [Time]
[YYYY-MM-DD]	Arrival	Arrive in [Destination City, Country] at [Time], Transfer to [Hotel Name]
[YYYY-MM-DD]	Conference Registration	Register at [Conference Venue], [Address]
[YYYY-MM-DD]	Conference - Day 1	Attend sessions from [Start Time] to [End Time]
[YYYY-MM-DD]	Conference - Day 2	Participate in workshops and networking events
[YYYY-MM-DD]	Departure	Return flight to [Home City] on [Airline Name], flight [Flight Number] at [Time]

Tips for Customizing Your Letter and Itinerary

- Replace all placeholders (shown in brackets) with accurate details.
- Attach necessary documents (conference registration, hotel booking, flight confirmation) to support your application.
- Ensure the invitation letter is signed and on official letterhead.