

# Invitation Letter for Conference Visa Application Sample

Date: [Insert Date]

To,  
[Attendee's Name]  
[Attendee's Address]  
[City, Country, Postal Code]

Subject: Invitation to Attend [Conference Name]

Dear [Attendee's Name],

On behalf of the organizing committee, we are pleased to invite you to attend the [Conference Name], which will be held from [Conference Start Date] to [Conference End Date] at [Venue Name, City, Country].

The conference will bring together leading experts, academics, and professionals in the field of [Conference Topic/Field] from around the world. Your participation will contribute greatly to the success of this event, and we are delighted to confirm your registration as a [Presenter/Participant/Delegate].

Please note the following details for your visa application:

- **Conference Name:** [Conference Name]
- **Conference Dates:** [Conference Start Date] – [Conference End Date]
- **Venue:** [Venue Name, Address]
- **Organizers:** [Organizer Name/Institution]
- **Registration Confirmation Number:** [Registration Number]

Should you require any further information or assistance regarding your visa application, please do not hesitate to contact us at [Conference Email Address] or [Conference Phone Number].

We look forward to welcoming you at [Conference Name].

Sincerely,  
[Organizer's Name]  
[Organizer's Position]  
[Organizer's Contact Information]  
[Conference/Organization Name]  
[Conference Website]