**Annex 3a: Template invitation letter (for visa purposes)**

HOST LOGO

Date:

Subject: Invitation to visit *<<Meeting details: city-country, Meeting name and dates>>*

Dear Sir/Madam,

This is to certify that*<<requester First name & Family name>>* from *<< requester company>>* would be required to attend ETSI TG#xx for business purposes.

During the stay *<< requester company>>*will pay the accommodation, food and beverage and all the personal cost.

The details for the ETSI TG#xx host company are as below:

Host contact name

Host Company Address

Host company town and postcode

Host Contact Phone: +XX YYYYYYYYY

The venue of the meeting will be: *<<Venue details >>*

Please find the following personal data for *<< requester First name & Family name>>*:

|  |  |
| --- | --- |
| Family Name (Last Name) |  |
| Forename (First Name) |  |
| Gender |  |
| Birth Date (DD/MMM /YYYY) |  |
| Birth Place |  |
| Passport Number |  |
| Company Name |  |
| Company/Mailing Address |  |
| Postal Code |  |
| Telephone Number |  |
| Fax Number |  |

Yours truly,

Host contact name

Host contact@address

**HOST COMPANY NAME**

**HOST COMPANY ADDRESS**

**Tel: +XX 000 000 000 Fax: +XX 000 000 000**