**Annex 3b: Alternative template invitation letter (for visa purposes)**

|  |  |
| --- | --- |
|  | <city>, <dd.mm.yyyy> |
|  | Mr. xxxxCompany nameCompany address |

**Invitation to the xxxx**

**<Date1> – <date2> <month> <year> (travel time included)**

**Held in <city>, <country>**

Dear Mr./Ms. XXX,

On behalf of Mr./Ms., General Director/CEO, <company> is pleased to invite you to the XXX meeting which will be held from <Date1> – <date2> <month> <year>**.**

The meeting will take place in:

<name of the building>

<address>

Should you need to be contacted during the meeting, you may be reached on the following numbers:

|  |  |
| --- | --- |
| Tel: ………………………………. | Fax: …………………………….. |

The meeting is due to start at hh:mm on dd.mm.yyyy and will end on dd.mm.yyyy at hh:mm.

We look forward to seeing you in <address>.

Name of the organizer

Signature