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Attachment 1 Sample Letter of Invitation to Foreign Individual Seeking Invitation to Attend US Trade Show

(Send signed original to requestor by mail or E-mail attachment)

Name of Individual Trade Show Organizer/Association Logo

Title Address

Name of Company/Organization

Street Address

City, Region Postal Codes

Country

Dear X:

Thank you for your request for an invitation to attended \_\_\_\_\_name of show\_\_\_\_, to be held at \_\_\_\_location\_\_\_\_-, from \_\_\_\_dates\_\_\_\_. We are pleased to welcome your attendance at our event. For assistance in registration, housing, or additional information on the event you may wish to contact the Commercial Section of the American Embassy or Consulate in your area.

You must be aware that in order to visit the United States, you will need to obtain a visa for this purpose. The attached materials identify how you apply for a visa. We encourage you to contact the Consular Section of the Embassy or Consulate near your location to determine how to apply, and the likely time required for that process of visa issuance to be accomplished. Our \_\_\_\_trade show/association\_\_ has no influence over the issue of a visa. We suggest that you make application at least three months prior to the event to avoid disappointment. A list of consular offices is available online [http://travel.state.gov/visa\\_services.html](http://travel.state.gov/visa_services.html).

When you travel to the United States, we suggest that upon entry you carry a copy of your planned itinerary including not only your visit to our trade event, but including any follow-on business or vacation plans you have. The Immigration and Naturalization Officer at your port of entry will determine the approved duration of your visit. It is therefore in your interest to let the officer know of your plan to seek approval for the full duration of your planned visit in the United States.

Should you wish additional background information on our event, you may wish to discuss the event with the Commercial staff of the Embassy or Consulate, or to browse our website which is \_\_\_\_\_www. Note Website address\_\_\_\_ or [www.TSNN.com](http://www.TSNN.com), the website reference tool.

We look forward to welcoming you at our show.

Sincerely yours,

Organizer Official