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Attachment 2 Letter of Invitation to Known Overseas Individual Seeking Invitation to Show in USA

(Via Mail to Invitee, or as E-Mail Attachment)

Name of Individual

LOGO

Title Trade Show Organizer/Association

Company/Organization Name Address

Street Address

City, Region Postal Code

Country

Dear X:

We are pleased to invite your participation/attendance a ___name of show___, to be held in___location___, from ___dates___. As a prior (exhibitor, attendee, participant in conference, speaker, member of board, etc.) we welcome your continued participation in our event this year. We greatly value your ongoing support of our event.

As you know from your past experience, the ___name of show___ provides our international participating colleagues an opportunity unparalleled for its networking with prospective business partners, as well as to maintain a current awareness of the issues and opportunities facing firms in our ___ industry/sector___ worldwide.

In order for your ___attendance/participation___ in this upcoming event, we suggest that you review the currency and duration of any past visa for travel to the United States, and should a new or updated visa be required, please make contact with the U.S. Embassy or Consulate nearest you to ensure that you have a current visa to facilitate your travel to our event. A list of consular offices is available online at http://travel.state.gov/visa_services.html. Because of potential lags in the visa processing in some areas, it would possibly be wise to contact the Consular Section of the Embassy or Consulate to determine the likely processing time for this purpose should you require a new visa. While we have no influence or role in the Visa process, we do wish you to be aware of potential delays in the process should you need to update your visa. Upon arrival in the United States, we suggest that you share your itinerary plans with the INS Official at your port of entry, requesting that the duration of your visit be allowed for you to complete your full planned itinerary including your visit to our show plus any other business visits or vacation plans.

Should you wish updated information on our event plans this year, including information on our technical program, exhibitors, and related travel information, you may wish to contact the Commercial Section of the American Embassy or Consulate, or review our website at ___www.website name___.

Please accept our best wishes, and our anticipated opportunity to welcome you back at ___show___ this year.

Sincerely yours

Show Organizer/Association Official