[Insert Date]

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| Your Name  Your Address | |
| Invisa Logistic Service Ltd.  [Please select the right address – Ottawa, Montreal or Toronto]  505-294 Albert Street  Ottawa, ON  K1P 6E6  200-60 St. Clair Ave East  Toronto, ON  M4T 1N5  718-1010 Sherbrooke Street West  Montreal, QC  H3A 2R7  To whom it may concern,  Please find included the documentation needed to apply for a VISA to enter Russia. I will be traveling to Russia as a spectator for the Sochi 2014 Winter Olympics. My colleague/friend/family member is submitting the application on my behalf and has my permission to do so.  Thank you.  Best regards,  Your name | |