[EMBASSY ADDRESS]

[DATE]

Dear Sir or Madam,

DAI Local Content Masterclass: 20th – 22nd November 2019

Henley Business School, Greenlands, Henley-on-Thames, Oxfordshire RG9 3AU, UK

This is to confirm that [PARTICIPANT NAME] has been invited to attend the abovementioned three-day training program. Participant details are:

Passport No.: [NUMBER]

Date of Issue: [DATE]

Expiry Date: [DATE]

Organisation: [ORG NAME]

Address: [ADDRESS]

Email: [EMAIL ADDRESS]

[NAME] training costs and accommodation will be covered by DAI Global LLC, the host of the training course. Travel and living expenses, as well as medical insurance coverage for the duration of the trip will be covered by the participant or his/her organisation, [ORG NAME]

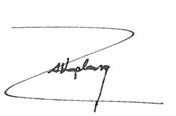
During her stay, Lisanne Tujeehut will be staying at the Hyatt Place Houston/The Woodlands Hotel, 1909 Research Forest Dr, The Woodlands, TX 77380, USA.

Please find further information on the program on our website: <https://www.dai.com/our-work/local-content-master-class>

In order for [NAME] to travel to the UK for the purposes outlined above, we respectfully request that you grant the necessary visa. If you require further information, please contact Jemima Felton, Lead Analyst for Training Services, on +44 7548 231206.

Thank you for your assistance.

Yours faithfully,



Zachary Kaplan

Vice President, Sustainable Business Group

DAI