

To, Executive Director

India ITME Society

Mumbai

Dear Madam,

Sub: Request for issuance of Visa Invitation letter for ITME Africa & Middle East 2023 We would request you to kindly issue Visa Invitation Letter to Mr. /Ms. _____

_____ (Name and Designation) to attend ITME Africa & Middle East 2023 from 30th November 2023 to 2nd December 2023 at Kenyatta International Convention Center, Nairobi, Kenya.

Hereby, we confirm that he is a permanent employee/working with the company and company has sanctioned the said persons travel to Kenya for business event ITME Africa & Middle East 2023.

His/Her details are confirmed by us as below

Name	
Designation	
Passport Number	
Passport issue date	
Passport Expiry	
Purpose of Visit	
Duration of Stay	
Email id	
Contact Details	

We request you to kindly do the needful.

Thank you

For (Your Company Name)

Name:

Date:

Stamp: