

# Letter of Submission for Border Crossing Permission

**Date:** [Insert Date]

**To:** [Relevant Authority/Ministry Name]

**Address:** [Insert Address]

Dear [Relevant Authority/Title],

I am writing to formally request permission for border crossing for a diplomatic visit scheduled from [Start Date] to [End Date]. The purpose of this visit is to foster diplomatic relations between [Your Country] and [Receiving Country].

The delegation will comprise of the following members:

- [Name, Title, Position]
- [Name, Title, Position]
- [Name, Title, Position]

We kindly request your assistance in facilitating the necessary border crossing permits to ensure the smooth and efficient transit of our delegation.

Should you require any additional information or documentation, please do not hesitate to contact me at [Your Phone Number] or [Your Email Address].

Thank you for your attention to this matter. We look forward to your prompt response.

Sincerely,

[Your Full Name]

[Your Title]

[Your Organization]

[Your Address]