

# Embassy of [Country]

[Embassy Address]

[City, State, ZIP Code]

[Date]

## To Whom It May Concern,

Subject: Visa Fee Waiver for Cultural Exchange Participants

We are pleased to inform you that the Embassy of [Country] has approved the visa fee waiver for participants of the cultural exchange program entitled "[Program Name]." This waiver applies to all participants who are engaged in this program from [Start Date] to [End Date].

The purpose of the cultural exchange is to [briefly describe the purpose and benefits of the exchange program]. As part of our commitment to promoting cultural understanding and collaboration, we believe that financial barriers should not hinder talented individuals from participating in such initiatives.

Please ensure that the following participants are eligible for the fee waiver:

- Participant Name 1
- Participant Name 2
- Participant Name 3

For any further inquiries, please do not hesitate to contact our office at [Phone Number] or [Email Address]. We appreciate your cooperation in facilitating this important cultural exchange.

Thank you for your attention to this matter.

Sincerely,

[Your Name]

[Your Title]

Embassy of [Country]