

Request for Invitation to Attend International Conference

[Your Name]
[Your Position]
[Your Institution/Organization]
[Your Address]
[City, State, ZIP Code]
[Email Address]
[Phone Number]

[Date]

Embassy of [Country]
[Embassy Address]
[City, State, ZIP Code]

Dear Honorable Ambassador [Ambassador's Name],

I hope this letter finds you well. I am writing to formally request your assistance in obtaining an invitation to attend the upcoming International Conference on [Conference Topic], scheduled for [Date] in [Location]. This conference will bring together experts and thought leaders from around the world to discuss [briefly describe the theme of the conference].

As a participant, I would be representing [Your Institution/Organization], and I am eager to contribute my knowledge on [Your Expertise Area]. My presence would not only facilitate valuable discussions but also foster stronger international collaborations in the field of [Field/Industry].

I kindly request your support in issuing a formal invitation from the embassy, which is essential for my visa application process. I assure you that my participation will uphold the spirit of collaboration and goodwill that the conference aims to promote.

Thank you very much for considering my request. I am looking forward to your kind support.

Sincerely,

[Your Name]

[Your Position]

[Your Institution/Organization]