

Letter of Documentation for Embassy

Date: [Insert Date]

To Whom It May Concern,

This letter is to confirm that [Your Name], holding passport number [Passport Number], is scheduled to participate in the [Conference Name] taking place on [Conference Dates] at [Conference Location].

As part of the conference, [Your Name] will be involved in the following activities:

- Keynote presentation on [Presentation Topic]
- Panel discussion titled [Panel Title]
- Networking sessions with industry professionals

This event aims to [brief description of the conference purpose].

We kindly request your assistance in processing [Your Name]'s visa application to ensure his/her participation in this important event.

Thank you for your attention and support.

Sincerely,

[Your Name]

[Your Position]

[Your Organization]

[Contact Information]