

# Letter of Notification to Embassy

Date: [Insert Date]

[Your Name]

[Your Address]

[City, State, Zip Code]

[Email Address]

[Phone Number]

[Embassy Name]

[Embassy Address]

[City, State, Zip Code]

Dear Sir/Madam,

I am writing to formally notify the embassy regarding an upcoming conference that I will be attending.

Conference Details:

- **Conference Name:** [Insert Conference Name]
- **Date:** [Insert Conference Date]
- **Location:** [Insert Conference Location]
- **Organizer:** [Insert Organizer's Name]

Please let me know if any further information is required.

Thank you for your attention to this matter.

Sincerely,

[Your Name]

[Your Position/Title, if applicable]