

[Your Name]

[Your Address]

[City, State, Zip Code]

[Email Address]

[Phone Number]

[Date]

[Embassy Name]

[Embassy Address]

[City, State, Zip Code]

Dear [Embassy Official's Name],

I am writing to respectfully request your support for my attendance at the [Name of Conference] scheduled to take place on [Dates] in [Location]. The conference will address [briefly state the purpose of the conference and its significance].

As a [Your Position/Title] with [Your Organization/Institution], I believe that my participation will not only benefit my professional development but also contribute to [mention any possible benefits to your country or organization].

In order to facilitate my attendance, I kindly request your assistance in the following areas:

- Issuance of a visa
- Travel recommendations
- Any additional support the embassy may offer

I have attached the conference agenda, my CV, and any other relevant documents for your review. I am hopeful for a positive response and am more than willing to provide further information if necessary.

Thank you very much for considering my request. I look forward to your favorable reply.

Sincerely,

[Your Name]

[Your Position/Title]

[Your Organization/Institution]