

Support Letter for International Attendees

Date: [Insert Date]

To Whom It May Concern,

We are pleased to welcome international attendees to the [Conference Name] taking place from [Start Date] to [End Date] at [Venue Name, Location].

This letter serves to confirm that [Participant's Name], a representative from [Participant's Organization], will be attending the conference. We encourage smooth entry into [Host Country] and stand ready to support you through the customs process.

Please ensure that you carry this letter along with your travel documents to facilitate your passage through customs. We advise that you have the following documents ready for inspection:

- Passport
- Conference Registration Confirmation
- Letter of Invitation (this letter)

If you require further assistance, please do not hesitate to contact us at [Contact Information]. We appreciate your participation and look forward to your valuable contributions at the conference.

Best regards,

[Your Name]

[Your Position]

[Organization Name]

[Contact Information]