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Name

Job title

Address 1

Address 2

Town

Country

Post / ZIP code

12 October 2017

Ref: **EVENT TITLE**

To whom it may concern,

On behalf of the University of Exeter I am pleased to confirm we invite **ATTENDEE NAME** to attend the **EVENT TITLE** on **DATE** (further details on the conference are available [online](http://www.exeter.ac.uk/research/events/)).

**INSERT PURPOSE OF EVENT HERE.**

We look forward to **ATTENDEE’s** contribution as a **[attendee / delegate / speaker / session host]**, given **RELEVANT EXPERIENCE.**

On their visit, **ATTENDEE** will arrive in **COUNTRY** no earlier than **DATE** and will depart **COUNTRY** no later than **DATE**. **ATTENDEE** is a citizen of **COUNTRY** with passport number **PASSPORT** **NUMBER**, expiration date of **EXPIRATION**, and date of birth **DOB**.

The University of Exeter supports **ATTENDEE’s** attendance at the **EVENT** **TITLE** and requests a VISA so they can attend the conference.

Should you need to contact me please do so using the details below.

Yours sincerely,

Name

Job Title

University of Exeter

Phone: 01392 722321

Email: name@exeter.ac.uk