

Swiss Embassy  
Address

*Done in Geneva, Date*

**To Whom It May Concern**

The XYZ Organization kindly asks the Swiss authorities to facilitate the issuing of a Schengen visa for the below-mentioned person to attend the XYZ event [meeting/workshop, conference, training course, etc.].

[Please insert a brief description of the event and its goal]

**Meeting name:**

**Meeting dates:** (x days)

[Please briefly explain why and how the applicant has been selected and in which capacity s/he will participate in the event XYZ (speaker or participant)]

Name and details of the applicant:

Name:

Surname:

Date of Birth:

Nationality:

Passport number and type of passport (governmental, ordinary)

Place of residence

[Please indicate whether the following expenses are covered by the inviting NGO or directly by the applicant:

Airfare

Living expenses (per diem, hotel)

Health insurance

Visa fees

Other

We thank you for your assistance.

Sincerely,

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