

Appendix F: Presenter Invitation Letter

[Please print this on a letter head paper showing your full address,
get it signed and email it back to us as a scanned copy]

[G4S Letter Head Document]

Date: [dd/mm/yyyy]

Subject: Visa

Ref: Sales & Technical Meeting

To whom it may concern

We are [Company Name & Location] a partner of ULC, due to our business needs we would like to invite Eng. [Trainer Name] holding Passport [Passport No.] issued On [Passport Issue date] and will be expired on [Passport Exipre date] to conduct a Sales & Technical meeting for our staff scheduled to take place [Meeting estimated dates] in [Location]. All Eng. [Name] Expenses will be covered by [Company Name].

Your cooperation and prompt processing for the above is highly appreciated.

Yours Sincerely,

[Authorized Manager Name & Signature]

[Partner Company Name]

[Contact Numbers for check up calls]