**DATE**

Embassy of \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

ADDRESS

ADDRESS

Dear Sir or Madam:

(**Begin with a small description of your organizations mission**). This letter is to confirm that the following employee of **ORGANIZATION** will be traveling on our behalf to Little Rock, Arkansas in the United States of America for an annual business meeting.

The details of the trip are as follows:

|  |  |
| --- | --- |
| Employee/Traveler: |  |
| Nationality: |  |
| Passport Number: |  |
| Passport Issue Date |  |
| Passport Expiry Date: |  |
| Job Title: |  |
| Organization to be visited in Little Rock: | LINGOs and Heifer International |
| Hotel in South Sudan: | Holiday Inn Presidential  600 I-30  Little Rock, AR 72202  +1 (501) 375-2100 |
| Single Entry Visa Dates Requested: |  |
| Arrival: |  |
| Departure: |  |

During his visit **TRAVELING EMPLOYEE NAME** will be attending the LINGOs Global Training Forum which will be hosed at LINGOs long-time member Heifer International’s Heifer Village Global Education Center in Little Rock, Arkansas, USA. The LINGOs Global Learning Forum is a forward-looking, hands-on meeting focused on building international NGO capacity through learning in the development, humanitarian, conservation and social sectors.

We confirm that **ORGANIZATION** will be responsible for all expenses incurred by **TRAVELING EMPLOYEE NAME** throughout his visit in Little Rock, Arkansas; **TRAVELING EMPLOYEE NAME** will be in receipt of a return ticket, and **TRAVELING EMPLOYEE NAME** is covered by his insurance policy. Please grant the relevant visa for **TRAVELING EMPLOYEE NAME** to travel.

Please do not hesitate to contact me should you have any questions.

Respectfully,

**ORGANIZATION MANAGER/DIRECTOR**

**TITLE**

**PHONE NUMBER**

**EMAIL ADDRESS**