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SAMPLE: Below is a Sample Invitation Letter to be used for Nonresident Alien (NRA) guests coming to the UW to be guest speakers/presenters at events. Please customize the letter with your department letterhead, etc.

[Enter Date Here]

Dear Honored Guest,

The University of Wisconsin is pleased to invite you to be a guest speaker at the [Enter Event Name Here]. As part of this invitation, the University of Wisconsin will be providing you a payment for services (Honorarium) in the amount of \$[Enter Amount here]. The UW will also reimburse you for travel expenses including airfare, lodging, and meal based on our Travel Accountable Plan.

In order to receive the above payments you are required to obtain the appropriate Visa from the United States Embassy in your country. Please visit or call the United States Embassy in your country and take this letter of invitation with you. Based on the letter please ask for a B-1 (Business) Visa for your trip to the University of Wisconsin. Please consult the United States Embassy in your country for appropriate lead time required to obtain your visa as lead time varies from country to country.

If you are from a Visa Waiver Program (VWP) Country this program allows citizens of participating countries to travel to the United States without a visa for stays of 90 days or less, when they meet all requirements. Travelers must be eligible to use the VWP and have a valid Electronic System for Travel Authorization (ESTA) approval prior to travel. If you are eligible to travel on the VWP, but prefer to have a visa in your passport, you may still apply for a visitor (B) visa. To determine if you are from a Visa Waiver Country please visit http://www.hesays.wisc.edu/sect/vis/Visa_Waiver_Program.doc for a listing of the countries participating in this program and the Electronic System for Travel Authorization (ESTA) requirements you must complete before you come to the United States.

Sample Invitation Letter

[Date]

The Honorable [Member of Congress' First and Last Name]
[U.S. House of Representatives OR U.S. Senate]
ATTN: [Name of Scheduler]
[Mailing Address]
[Fax Number or Email Address – depending on how you are sending the request]

Dear [Representative of Senator] [Member of Congress' Last Name]:

I would like to invite you as a key presenter to the [name of court] [name of event]. The [graduation/event] will take place at [location] on [date] from [time] to [time]. We anticipate [# of participants graduating or # of Drug Court participants in attendance] and [# of overall attendees] to attend the event. We have also invited local elected officials [insert names if confirmed] and local media to cover this important event.

Drug Courts are judicially supervised court dockets that reduce correctional costs, protect community safety, and improve public welfare. Drug Court participants must meet their obligations to themselves, their families, and society. To ensure accountability, they are regularly and randomly tested for drug use, required to appear frequently in court for the judge to review their progress, rewarded for doing well and sanctioned for not living up to their obligations. At the end of their successful completion of Drug Court, participants take part in a graduation ceremony as their last status hearing in court.

Thank you for your interest and consideration of this invitation. If you have any questions, please contact me at [phone number and email address].

Sincerely,

SemiOffice.Com

Sample Invitation Letter for Sports Event

Dear Madam,

We "a group of volunteers" organizing a sports event to raise funds for flood affects in Pakistan. The sad news is minimum 5 Million people seriously affected and the poor from those lost almost everything. Now even they dont have any support from the local and national governments at all.

We "Group of Volunteers" planned to visit the affected area personally and help the needies. Rather we go with our small contribution we decide to invite the generous people to participate in this cause and planned a fund-raising sports event. The event will take place a John Stadium in London and expected donor participants are more than thirty thousand. The would includes Cricket, Football, Basketball, Tennis and Badminton in between sports clubs across UK.

It would be honor for us and the flood effecties if you grace the event with your presence as guest. All the details of event and speakers are attached. Our team will not only raise funds but keep auditing its spending and a final report of relief work will be send to all the guests and participants.

Looking for your response

Sincerely,

Volunteers,

London College of Business Administration

