

## **SAMPLE LETTER OF INVITATION FOR NIS TRAVELERS TO THE US**

**NOTE: LETTERS OF INVITATION FOR US TRAVELERS TO THE NIS CAN OFTEN BE ISSUED BY THE NIS PARTNER INSTITUTION, ON INSTITUTIONAL LETTERHEAD PAPER WITH THE INSTITUTIONAL SEAL. THE DATES OF TRAVEL SHOULD BE PADDED TO ALLOW FOR LAST MINUTE CHANGES OF ITINERARIES. THE SENDER IS USUALLY THE NIS INSTITUTION'S CHIEF OR DIRECTOR, AND THE LETTER SHOULD BE ADDRESSED TO THE US PARTNERSHIP REPRESENTATIVE. AT THIS TIME THERE ARE A FEW CASES WHERE LETTERS OF INVITATION MUST COME FROM GOVERNMENT AGENCIES, SUCH AS THE MINISTRY OF FOREIGN AFFAIRS.**

[DATE]

[NIS PARTNERSHIP REPRESENTATIVE OR INSTITUTIONAL LEADER]  
[NIS PARTNERSHIP INSITUTION ADDRESS]

Dear [US PARTNERSHIP REPRESENTATIVE]:

Based on the implementation plan between [US PARTNER INSTITUTION] and [NIS PARTNER INSTITUTION], I am pleased to extend an invitation to the following representatives of [US PARTNER INSTITUTION] to visit [NIS PARTER INSTITUTION], in [NIS CITY, NIS COUNTRY].

[TRAVELER'S FULL NAME, DATE OF BIRTH, PASSPORT NUMBER]  
[TRAVELER'S FULL NAME, DATE OF BIRTH, PASSPORT NUMBER]  
[TRAVELER'S FULL NAME, DATE OF BIRTH, PASSPORT NUMBER]

This is a USAID-sponsored technical assistance program and the purpose of the cooperative relationship is to improve the quality of health care in both Partner communities. The proposed dates are [A FEW DAYS BEFORE TRIP START DATE] through [A FEW DAYS AFTER TRIP END DATE].

We look forward to this visit and to the continuation of partnership activities.

Sincerely,

[SIGNATURE AND SEAL IF AVAILABLE]

[NIS PARTNER REPRESENTATIVE OR INSTITUTIONAL LEADER]  
[TITLE]