

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

**NOTE: LETTERS OF INVITATION FOR NIS TRAVELERS TO THE US MUST BE ON INSTITUTIONAL LETTERHEAD PAPER WITH A SEAL IF AVAILABLE. THEY CAN BE WRITTEN IN ENGLISH. THE DATES OF TRAVEL SHOULD BE PADDED TO ALLOW FOR LAST MINUTE CHANGES OF ITINERARIES. THE SENDER IS USUALLY THE US PARTNERSHIP REPRESENTATIVE, AND THE LETTER SHOULD BE ADDRESSED TO A LEADER AT THE NIS PARTNERSHIP INSTITUTION, USUALLY THE NIS PARTNERSHIP REPRESENTATIVE.**

[DATE]

[US PARTNERSHIP REPRESENTATIVE]  
[US PARTNERSHIP INSITUTION ADDRESS]

Dear [NIS INSTITUTIONAL LEADER -- E.G. CHIEF PHYSICIAN]:

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 [NIS PARTNER INSTITUTION] to visit [US PARTER INSTITUTION], in [US CITY, US STATE].

[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].

During the visit the participants will be provided with health and accident insurance as provided for all USAID-sponsored participant-trainees. AIHA and [US PARTER INSTITUTION] will assume responsibility for the participants' travel costs and the cost of their meals and lodging costs during the exchange visit.

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

Sincerely,

[SIGNATURE AND SEAL IF AVAILABLE]

[US PARTNER REPRESENTATIVE]  
[US PARTNER REPRESENTATIVE TITLE]