

**Via Electronic Mail Only**

April 2, 2018

US Consulate General/Embassy  
1234 Some Street  
City, State/Province/Country, Postal Code

To whom it may concern:

We invite the following individual from Anyplace University to participate in meetings and events to be held prior to and immediately following the 2018 Annual Conference of the Accreditation Council for Business Schools and Programs (ACBSP). This will be from June 6, 2018, to June 13, 2018, with the actual dates of the conference being June 8, 2018, to June 11, 2018. The conference will be held at the Kansas City Marriott Downtown in Kansas City, Missouri, USA.

**Name:** John Doe  
**Date of Birth:** 01 Jan. 1970  
**Passport:** Canada  
**Passport No.:** 0123456789  
**Date of issue:** 01 Jan. 2015  
**Date of expiry:** 31 Dec. 2020  
**Place of issue:** Canada  
**Issuing authority:** Toronto

This shall confirm the individual(s) listed above shall bear all expenses related to the visit to Kansas City, Missouri.

Sincerely,

**Accreditation Council for Business Schools and Programs**

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