*Date*

To:

Commercial Department

CORFERIAS S.A.

Carrera 37 N° 24 -67

Bogota, Colombia

Subject: Invitation Letter Request for Colombian Business Visa Application

Respected sirs,

Our company **XXXXXXXXXXX**, located in **XXXXXXXXXXXXXXXXXX**, will participate in the **XII premier trade fair for the plastics, rubber, petrochemicals and packaging materials industry COLOMBIAPLAST 2024,** event which will take place on **September 23 - 27, 2024** in the city of Bogota, Colombia, in the booth **XXXXX**, located in Pavilion **XXXXX** Level 1 -. Our contract number is **XXXXXXX.**

For the same, we kindly request your company issue the corresponding Visa Invitation Letter in order to obtain the Visa for Colombia for the below mentioned employees who will be attending and participating in the event on our company’s behalf:

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Participant’s name** | **Job Title / Position** | **Passport Number** | **Entry Date** | **Departure Date** |
|  |  |  |  |  |
|  |  |  |  |  |

Kindly note that during the entire visit to Colombia, our company will be responsible for all the expenses, including airfares and lodging, of the abovementioned personnel. We hereby guarantee that they will obey local laws and regulations, and that our company assumes the responsibility of their return in time before the expiration date of their visas.

Thank you.

*Signature*

*Name*

*Job Title*