[DATE]

To: Visa Officer

Dear Sir/Madam,

**Subject: INVITATION LETTER FOR TRAVEL VISA APPLICATION TO THE UNITED KINGDOM**

Traveler:

Company Name:

Canonical Group Ltd and BT Plc, along with the European Telecommunications Standards Institute (ETSI), is hosting OSM#9 in London from June 01-05, 2020. This is to certify that the requester is required to attend ETSI OSM#9 for business purposes.

The traveler is responsible for their own travel/flight arrangements to and from London, all travel related expenses, including accommodation, travel food/beverage, and transportation from the airport.

Please find the following personal data for the visa application:

|  |  |
| --- | --- |
| Family name (Last name) |  |
| Forename (First name) |  |
| Gender |  |
| Date of Birth (DD/MM/YYYY) |  |
| Place of birth |  |
| Passport number |  |
| Company name and address |  |
| Postcode |  |
| Telephone number |  |

Yours faithfully,

Claire Newman, Canonical

<claire.newman@canonical.com>