



INTERNATIONAL CONFERENCE

INVITATION LETTER

INFORMATION TEMPLATE

SAMPLE - NOT VALID FOR OFFICIAL USE

REGISTRATION NUMBER

YOUR REGISTRATION NUMBER

DATE OF ISSUE

LETTER ISSUE DATE

ATTENDEE INFORMATION

FULL NAME

YOUR FULL NAME

DATE OF BIRTH

YOUR DATE OF BIRTH

PASSPORT NUMBER

YOUR PASSPORT NUMBER

ORGANIZATION / INSTITUTION

YOUR ORGANIZATION OR INSTITUTION

CONTACT DETAILS

YOUR ADDRESS, PHONE NUMBER, AND EMAIL

CONFERENCE INFORMATION

CONFERENCE NAME

CONFERENCE NAME

CONFERENCE DATE

CONFERENCE DATE

VENUE AND LOCATION

VENUE NAME, CITY, COUNTRY

ATTENDANCE TYPE

LISTENER OR AUTHOR

AUTHOR DETAILS

PAPER/PRESENTATION TITLE (AUTHOR ONLY)

LETTER OF "[LISTENER OR AUTHOR]" INVITATION

Dear **YOUR FULL NAME**,

On behalf of CONFERENCE ORGANIZER NAME, we are pleased to invite you to attend CONFERENCE NAME, scheduled for CONFERENCE DATE at VENUE NAME, FULL VENUE ADDRESS, CITY, PROVINCE/STATE, POSTAL CODE, COUNTRY.

Your registered attendance type is LISTENER OR AUTHOR. If you are attending as an author, your paper or presentation title is YOUR PAPER OR PRESENTATION TITLE. If you are attending as a listener, no paper title is required.

The detailed conference program, session time, and check-in instructions will be shared on PROGRAM RELEASE DATE. Please confirm your attendance by ATTENDANCE CONFIRMATION DEADLINE.

You are responsible for arranging your travel, visa, accommodation, insurance, and local transportation. The conference organizer will provide only the services listed in the registration package, such as INCLUDED SERVICES.

On the event day, bring a printed copy of the final invitation letter and a valid government-issued photo ID. For registration questions, contact OFFICIAL EMAIL ADDRESS or OFFICIAL PHONE NUMBER.

We look forward to welcoming you to CONFERENCE CITY AND COUNTRY.

KIND REGARDS,

AUTHORIZED SIGNATURE

AUTHORIZED PERSON'S NAME

POSITION OR JOB TITLE

OFFICIAL CONTACT DETAILS

Email: OFFICIAL EMAIL ADDRESS

Phone: OFFICIAL PHONE NUMBER

Website: OFFICIAL WEBSITE

Verification: REGISTRATION VERIFICATION PAGE