



## Nonimmigrant Visa Invitation Letter Request Form

Please complete all the fields below and return this form via email to [invitation@reedexpo.com](mailto:invitation@reedexpo.com)

Surname: <i>(as in passport)</i>	Passport Number:
First & Middle Name: <i>(as in passport)</i>	Expiration Date: <i>(mm/dd/yyyy)</i>
Company Name:	Issuance Date: <i>(mm/dd/yyyy)</i>
Company Address: <i>(Must include postal code)</i>	Place of Issuance:
	Issuing Country:
	Province:
Phone Number:	
Fax Number:	
Email Address:	
Name of the Event you are attending:	
Registration Confirmation Number:	

This form is to be used as an official request for a letter of invitation. In order to email this form as an attachment, please type your information in the appropriate spaces provided above. When you have finished, save this document under the same file name (inv\_request\_form.doc). **DO NOT** change the file name. Once the file is saved, return to the email that you received. Requests for invitations do take approximately 5 – 7 business days to process. Please do not send duplicate requests.

For security we do not fax or email copies of letters of invitation. We issue an original letter of invitation that is hand signed with other security features. Invitation letters are sent out by Federal Express courier services.