

<Date>

<First Name> <Last Name>
<Address 1>
<Address 2>
<City>, <State/Province> <Zip>
<Country>

Passport:
Date of Birth:
Place of Birth:
Gender:

Dear <Mr./Ms.> <Last Name>,

It is a pleasure to invite you and your company to Atlanta, GA, USA to attend the annual Connected Plant Conference. This year's event is February 25-27, 2020 at the Westin Peachtree Plaza.

The Connected Plant Conference provides our international participants an excellent venue for networking with prospective business partners, as well as to maintain a current awareness of the issues and opportunities facing technologies in the power generation and chemical processing industries.

I would like to request that the Visa accommodates the length of the conference as well as allow for adequate travel time. Expenses will be covered by your sponsoring company, and you will earn no salary from a US source during this trip.

It is important to note that a visa is required for the purpose of visiting the United States. Advance travel planning and early visa application are critical to allow for lengthy processing times. For more information on how to apply for your visa and the time required for visa processing, please contact the Consular Section of the Embassy or Consulate nearest you. A list of consular offices is available online at http://usembassy.state.gov/.

Please visit our website at www.connectedplantconference.com to receive additional information about the show, as well as access to housing and registration forms.

Sincerely,

**Sarah Garwood**
Marketing Director- Connected Plant Conference
Access Intelligence