



{Date}

Embassy of the United States  
{Country}

Dear Sir or Madam,

Please be advised {Attendee Name} has registered and paid to attend the annual conference of the College and University Professional Association for Human Resources (CUPA-HR) to take place in Boston, Massachusetts at the Boston Marriott Copley Place hotel September 9-11, 2012.

Passport Information:

Full Name:  
Nationality:  
Passport Number:  
Issued:  
Expires:

{Name of Attendee} is the {Professional Title of Attendee} at the {Institution of Attendee} and {Name of Institution} is a member of CUPA-HR.

CUPA-HR is an organization of colleges and universities dedicated to the higher education human resources profession. The association offers its members essential knowledge, resources and connections that enhance individual and institutional capacity and competitiveness.

Therefore, the purpose of this letter is to request that you issue {Name of Attendee} with a visa to the United States to enable his/her travel to attend the above-mentioned conference.

Thank you.

Sincerely,

Lisa Hayden  
Director of Conferences and Meetings  
College and University Professional Association for Human Resources