



# ALGERIA - MEDIA INVITE LETTER TEMPLATE

MUST BE ON INVITING COMPANY OFFICIAL HEADED PAPER

[Name of Embassy]  
[Address of Embassy]

[Date]

Dear Sir/Madam,

We are pleased to invite [Mr/Mrs/Miss FULL NAME] to visit [INVITING COMPANY NAME] for [LENGTH OF STAY e.g. 3 days, 2 weeks etc], between the dates of [ENTRY DATE] to [EXIT DATE].

During [his/her] media/journalist related trip visit to Algeria, [Mr/Mrs/Miss SURNAME] will be [PLEASE INSERT ACTIVITIES]. He will be meeting with [NAME OF HOST CONTACT] at [HOST COMPANY NAME, ADDRESS AND CONTACT NUMBER]. - PLEASE DELETE THIS FINAL SENTENCE IF NOT APPLICABLE

[Mr/Mrs/Miss SURNAME] is currently employed by [HOME EMPLOYER NAME] as a [JOB TITLE].

[PROVIDE ADDITIONAL INFORMATION REGARDING RELATIONSHIP WITH APPLICANT OR HOME COMPANY / INVITING COMPANY e.g. intracompany meetings, project information, client/customer relationship, attending a conference etc]

Name: [INSERT]  
Date of birth: [INSERT]  
Nationality: [INSERT]  
Passport number: [INSERT]  
Passport issue date: [INSERT]  
Passport expiry date: [INSERT]  
Type of visa required: [INSERT e.g. single, double or multiple entry]  
Requested visa validity: [INSERT e.g. 3 months, 6 months, 1 year etc]

Please grant the relevant visa for [Mr/Mrs/Miss SURNAME] to travel to Algeria.

We confirm that [he/she] will be in receipt of a return ticket, [he/she] is covered by our company insurance policy, and all expenses for [his/her] journey will be met by [COMPANY NAME].

Should you wish to discuss this application further please do not hesitate to contact me.

Yours Faithfully,

[Signature]  
[Signee's name, job title, email address and contact number]



Please think  
before printing



WWW.GLOBALVISAS.CO.UK



INFO@GLOBALVISAS.CO.UK



+44 (0)20 7971 1165



LOCATIONS: LONDON

© 2020 GLOBAL VISAS LTD. All Rights Reserved.