

Swiss embassy  
Address

*Done in Geneva, Date*

**To Whom It May Concern**

The XYZ NGO kindly asks the Swiss authorities to facilitate the issuing of a Schengen visa for the below-mentioned person to attend the XYZ event [meeting/workshop, conference, training course, etc.].

[Please insert a brief description of the NGO's mission in relation to the planned visit of the applicant and the link between the NGO XYZ and Switzerland.]

[Please briefly explain why and how the applicant has been selected and in which capacity they will participate in the event XYZ (speaker or participant)]

[Please provide the following information]

**Meeting name:**  
**Meeting dates:** (x days)  
**Inviting NGO name and address:**

Name and details of the applicant:

Name:  
Date of Birth:  
Nationality:  
Work place:  
Occupation:

Please indicate whether the following expenses are covered by the inviting NGO or directly by the applicant:

Airfare  
Living expenses  
Health insurance  
Visa fees

We thank you for your assistance.

Sincerely,

Executive Director