

Request for visa invitation letter

*	Who is coming? (Be very clear what the name is; sometimes there is a confusion on the surname.)	
	What is the title? (Mr., Ms., Dr. etc.)	
	What is appropriate salutation? (such as Dear Dr. Smith)	
*	What is the home institution and mailing address?	
*	When and how long? (SAMPLE: I have not yet booked a ticket. But I am just planning for The ATLAS Regional Hadronic Final State Analysis Forum Workshop. So with a safe margin on both sides of two days, November 26 to December 4th would be the period)	
*	What is the reason for the visit?	To attend "The ATLAS Regional Hadronic Final State Analysis Forum Workshop at the SLAC National Accelerator Laboratory".
*	Where to send the letter of invitation; is a FAX needed too? (The letter of invitation should be sent to the institute address.)	

* Compulsory

Please send the answers back to Thanh Ly (tkl@slac.stanford.edu).