

1st September 2011

**Ref: Visa applications**

Dear Delegate

Thank you for enquiring about a visa to aid you in attending our event.

BHR Group organisers will assist you in your application for gaining entrance into the country of the event location. In order to do this, the requirements below **MUST** be completed.

No documents can be issued until we have received the following;

1. Full payment for the event in cleared funds.
2. Confirmation of your booked accommodation details, included dates of stay.
3. Your full address.
4. Passport details
  - a) Passport number
  - b) Sex (Male/Female)

Once the above requirements are fulfilled we will forward your invitation letter in a pdf format via email. Please let us know if you have any queries and we will endeavor to assist you in any way we can.

Yours faithfully



**Ally Davies**  
**Senior Conference Organiser**

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