



Nonimmigrant Visa Invitation Letter Request Form

Please complete all the fields below and return this form via email to invitation@reedexpo.com or by fax to 203-840-5304.

Surname: <i>(as in passport)</i>	Passport Number:
First & Middle Name: <i>(as in passport)</i>	Expiration Date: <i>(mm/dd/yyyy)</i>
Company Name:	Issuance Date: <i>(mm/dd/yyyy)</i>
Company Address: <i>(Must include postal code)</i>	Place of Issuance:
	Issuing Country:
	Province:
Phone Number:	
Fax Number:	
Email Address:	
Name of the Event you are attending:	
Registration Confirmation Number:	

This form is to be used as an official request for a letter of invitation. In order to email this form as an attachment, please type your information in the appropriate spaces provided above. When you have finished, save this document under the same file name (*inv_request_form.doc*). **DO NOT** change the file name. Once the file is saved, return to the email that you received. Requests for invitations do take approximately 5 – 7 business days to process. Please do not send duplicate requests.

Please note that Invitations *can not* be post mailed. International Visitors must provide proof of industry affiliation either by providing a business card or providing a valid website.

If you are unable to email this document, please print and fax to 203-840-5304.