

Your name

Your address

Telephone no: +xx xx xx xx xx

Visa ref: [insert the AVATS reference number of the applicant here]

Dear Visa Officer,

I write to confirm that **APPLICANT'S NAME** has been asked attend **NAME OF THE EVENT** from **[start date]** to **[return date]**. The sole reason that they have been asked to visit Ireland is to attend the event.

The purpose of their travel is **[performance/conference/tournament/etc.] [Give full details of the group and of the applicant's role]**.

The costs of their travel will be covered by **[give full details on who will pay for their travel, i.e. whether you will pay all or part of the costs (with an estimate of the costs) or whether another person/organisation will cover]**.

I understand that the applicant must obey the conditions of their visa in full, not rely on public services, or become a burden on the State, and that they will leave Ireland before expiry of your permission to remain.

Yours faithfully,

**[Hand-written signature]**

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**[Handwritten date]**