Use your organisation’s letter head

**Date:** 22 July 2021

**To:** Director, Immigration

**From:** Your CEO/Secretary’s title goes here

**Re: BUSINESS VISA RENEWAL – STATE WHO THE VISA IS FOR HERE E.G. UN HEALTH PROGRAM TECHNICAL ADVISER MISS N. EEDLE**

Dear Director,

Miss N. Eedle will be visiting Nauru on 1-15 Dec 2022 to undertake training of nursing staff in immunisation techniques.

I seek your assistance to obtain the relevant visa for Miss Eedle. Attached are the completed application forms and Miss Eedle’s Passport.

Your assistance is appreciated.

My contact for this matter is Mr Health Eee on 557 8943 or healthee@gmail.com.

*Your Secretary or CEO’s name* e.g. Mrs Tina Larsen

*Your Secretary or CEO’s title* E.g. Secretary for Health