***Remark:*** *The “visa support letter” is sent to participants to obtain their visa at the Swiss Embassy in the departure country. Please note that this is an example and may need to be customized to the respective circumstances. Please note that the visa has to be requested at the Swiss Embassy by the participant latest 20 days before travel.*

**TO WHOM IT MAY CONCERN**

The [requesting organization] presents it compliments to the Embassy of Switzerland in [city], [country], and has the honour to inform that [title] [first name] [last name], [nationality] national born [birth date] and travelling with passport [passport number] (copy attached) has been invited as [e.g. guest speaker] to a meeting organized by the [requesting organization] at the Humanitarian Networks and Partnerships Week (HNPW), which will be held in Geneva from 24 to 28 Mach 2025.

The HNPW is an annual event co-hosted by the Office for the Coordination of Humanitarian Affairs (OCHA) and the Swiss Agency for Development and Cooperation, where humanitarian networks and partnerships from around the world are invited to organize meetings and joint sessions to create synergies, exchange experience and facilitate collaboration in areas of common concern, with the aim to improve crisis preparedness and response on the global scale.

As an invited [e.g. guest speaker], the [requesting organization] will cover the costs for the travel of [title] [first name] [last name] and provide a daily lumpsum to pay for hotel and meals.

The [requesting organization] would be most grateful if the Embassy of Switzerland in [city], [country] could kindly grant a visa to [title] [first name] [last name].

The [requesting organization] avails itself of this opportunity to renew to the Embassy of Switzerland in [city] [country], the assurances of its highest consideration.

Yours sincerely

[Chief of Section/Branch/Service]