



7200 Hollister Avenue, Unit A
Goleta, CA 93117 USA
Phone (805) 963-3303 • Fax (805) 965-3564
www.seeintl.org

SAMPLE – Letter of Invitation.

Please request a letter from the Ministry of Health or local health authority, and a letter from local host ophthalmologist (to be written on their official letterhead).

Please see below for sample.

Date

SEE International
Attn: Program Dept.
7200 Hollister Avenue, Unit A
Santa Barbara, CA 93117

Dear SEE International Program Department:

The (health authority name) would be pleased to invite SEE International, a non-profit humanitarian organization whose mission is to restore sight to disadvantaged blind individuals worldwide, to travel to (your country, and city name of clinic) for a free eye clinic, during (Month) of (Year).

The ophthalmology team *(if names are known, please insert here)* traveling under the auspices of SEE International, will have donated medical supplies and possibly equipment for use during this clinic. We would appreciate any courtesies you may extend in assisting this team with their travels. Thank you.

Kind Regards,

Signature

Name

Title