{Date}

{Addressee}
Embassy of {host country]
{Address}

Dear {Ambassador / recipient's name},

1.   We are seeking your assistance in facilitating visa issuance to participants at the Annual Meeting of the Board of Governors of the Asian Development Bank (ADB). The obligations of the Government, in making arrangements for the Annual Meeting, are set out in a Memorandum of Understanding between the Government of {host country name} and ADB, which states:

> *"In particular, the Government shall assure expeditious entry procedures, including the issuance of visas when required and warranted for the above-noted individuals of ADB [its Governors, Directors, Alternates, representatives, advisers or assistants to any of the foregoing persons, and its officers and experts performing mission for ADB] to be present for the Meeting. The Government shall also assure expeditious entry procedures, including issuance of visa when required and warranted for any observers and other persons [guests including special guests, media, and nongovernment organizations] accredited to or invited by ADB to be present for the Meeting."*

2.   The Annual Meeting will take place in {host country} from {dates of the Annual Meeting}, and participants are expected to attend from all of ADB's member countries (see list in **Attachment 1**).

3.   The registration process will begin on {date of start of registration}. All Annual Meeting participants must be accredited and invited to the Meeting by ADB. After receiving invitation letter via email, they register online and ADB sends a confirmation letter (see sample letter in **Attachment 2**).

4.   For visa issuance, participants should submit to your office a copy of the confirmation letter, together with any other information you may require.

5.   If you have any questions about the Meeting or its participants, you may contact directly the head of registration at ADB:

{head of registration's name and contact details}

6.   Thank you for your assistance in ensuring that the Annual Meeting participants register quickly and easily.

Sincerely,

{Name of signatory}