YOUR NAME
ORGANISATION
ADDRESS
CONTACT DETAILS

EMBASSY or CONSULATE
ADDRESS

LOCATION, DATE

Subject: Application letter

Dear Madam, Dear Sir,

I would like to come to Ireland to attend the Arts Festivals Summit in Galway from 27 to 29 April 2020, organised by the European Festival Association and hosted by the Association of Irish Festivals and Events (AOIFE).

I am working for ORGANISATION + EXPLAIN WHAT THE ORGANISATION DOES + YOUR LINK WITH EFA IF THERE IS ONE. As this event will gather many professionals working in the festival field and hosts several interesting presentations, workshops, etc.; this would be the opportunity for me to meet old and new colleagues, find new collaborations with specific organisations and be inspired by all of the speakers invited and the rich and cultural programme related to the Summit and the European Capital of Culture.

As the event starts on 27 April and ends on 29 April 2020, I would arrive in Ireland on 26 April and leave the country on 30 April 2020.

I confirm I am well registered and that I have paid the registration fee to attend the event as you can see in the attached confirmation email. (+ attach confirmation letter)

I commit that I will obey the conditions of my visa in full, that I will not rely on public services or become a burden on the State and that I will leave Ireland before my immigration permission expires

INCLUDE the names and addresses of any members of your family who currently live in Ireland or any other EU/EEA country or Switzerland

Yours sincerely,

YOUR NAME + SIGNATURE