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| --- | --- | --- |
| Condair Group AG, Gwattstrasse 17, 8808 Pfäffikon, Schweiz |  | YOUR CONTACT  Anna Negoda  PHONE  +49 40 52 47 266 82  E-Mail  anna.negoda@condair.com |
|  |
| Embassy of Germany  xxx  xxxx xxx  xxxx |

Pfäffikon, xx xxxx 2024

**Invitation letter for Mr. / Mrs. Max Muster**

Dear Sir / Madam

Condair Group AG, a Swiss company with its’s headquarter in Pfäffikon SZ, Switzerland is inviting Max Muster, Marketing and Technical Support Supervisor employed in our subsidiary Condair xxx Ltd. in xxx to attend the Condair Sales & Service Conference at our office Condair Operations GmbH, Nordportbogen 5 in 22848 Norderstedt, Germany from September 25th-28th, 2024.

First name:

Last name:

Date of birth:

Passport No.

Nationality:

Date of issue:

Date of validity:

Place of issue:

Arrival Date:

Departure Date:

All expenses for this trip will be sponsored by Condair Group AG.

We hope that this letter will assist in facilitating the visa application process for [Name of Visa Applicant] and we are available to answer any further questions or provide additional assistance.

Yours sincerely

**Condair Group AG**

**Oliver Zimmermann**

CEO