

**To the Embassy of Spain  
Madrid,** INSERT DATE DD/MM/YYYY

Dear Sir /Madam,

The organisation of the 12th European Conference on Thermoelectrics is pleased to invite Mr./Mrs. INSERT NAME/SURNAME to the **ECT MADRID 2014 CONFERENCE**, due to take place in Madrid, Spain from 24th to 26th September, 2014.

Mr./Mrs. INSERT NAME/SURNAME’s presence is required to attend all business sessions and the organized programme and activities.

Mr./Mrs. INSERT NAME/SURNAME will be hosted at  
INSERT HOTEL NAME  
INSERT HOTEL ADDRESS. STREET / NUMBER  
INSERT HOTEL CITY / POST CODE  
  
  
**DETAILS FOR VISA**  
**Name:** INSERT NAME  
**Surname:** INSERT SURNAME  
**Date of birth:** INSERT DATE DD/MM/YYYY  
**Place of birth:** INSERT CITY/REGION  
**Nationality:** INSERT COUNTRY OF NATIONALITY  
**Passport number:** INSERT PASSPORT NUMBER  
**Date of issue:**  INSERT DATE DD/MM/YYYY   
**Date of expiry:** INSERT DATE DD/MM/YYYY  
**Company:**  INSERT COMPANY  
**Job title:** INSERT JOB TITLE

Should you need further information in order to deliver Mr./Mrs. INSERT NAME/SURNAME’s visa to Spain, please do not hesitate to contact us.  
  
Many thanks and best regards,

María Rosa Megías  
  
For the organizing Secretariat INK CIEN POR CIEN EVENTOS, Miguel Yuste 32, 28037 Madrid on behalf of the organisation of the 12th European Conference on Thermoelectrics.