

To : "msimpso3@ncsu.edu" msimpso3@ncsu.edu

Cc: "aplaas@gmail.com" aplaas@gmail.com

Subject: Request for Invitation Letter to Attend HA 2025 Conference: [Insert Your Name]

Dear HA 2025 Conference Organizing Committee,

I hope this message finds you well. I am writing to request an official invitation letter to attend the 15th International Conference on Hyaluronan (HA 2025), scheduled for June 8–12, 2025, at the Q Center in St. Charles, Illinois, USA. As an international attendee, this letter will assist me in obtaining the necessary visa to travel to the United States for the conference.

Here are my details for your reference:

Full Name: [Your Full Name]

Date of Birth: [Your Date of Birth]

Passport Number: [Your Passport Number]

Affiliation: [Your Institution/Organization]

Position: [Your Job Title]

Address: [Your Full Address]

Phone Number: [Your Contact Number]

Email Address: [Your Email Address]

I have completed my registration for the conference and have attached the confirmation details to this email. Additionally, I have secured accommodation at the Q Center for the duration of the event.

Please let me know if you require any further information to process my request. I appreciate your assistance and look forward to attending HA 2025.

Thank you for your time and consideration.

Sincerely,

[Insert Your Contact Information]