

Current Date

US Embassy

Address

City

Country

Dear Sir/Madam,

TO WHOM IT MAY CONCERN

**Reference: Applicant name**

**Passport Number: Applicant passport number**

**Date of Issue: Passport date of issue**

**Date of Expiry: Passport date of expiry**

**Issuing Authority: Passport issuing authority/Place of issue**

**Date of Birth: Applicant date of birth**

The International Confederation of Energy Regulators (ICER) and International Gas Union (IGU) requires Applicant NAME, of Applicant Company/Organisation to travel to Washington D.C, USA to attend the joint ICER-IGU workshop. She/He will be a guest of Dr. Colin Lyle, IGU Strategy Committee Chairman and Harry Whitaker, IGU Strategy Committee Technical Secretary.

The Strategy summit will be held at Hogan Lovells LLP in Washington DC on Tuesday 8th March 2011.

Applicant name will be wholly responsible for all financial payments and expenses. She/He will cover the costs of tickets, transportation and hotel.

For your information, 2 sentence on Applicant Company/Organisation and their objective.

The ICER is a voluntary framework for cooperation between energy regulators from around the world with the objective of improving public and policy maker awareness of energy regulation. The IGU is a worldwide non-profit organisation registered in Vevey, Switzerland, with the present Secretariat located in Oslo, Norway. Its objective is to promote the technical and economic progress of the gas industry.

Should you require any further information, please do not hesitate to contact me.

|  |
| --- |
| **Harry Whitaker****Technical Secretary****c/o BG Group**Thames Valley Park Reading BerkshireRG6 1PT, UKTel 0118 929 3107harry.whitaker@bg-group.com |

Yours faithfully,

**Harry Whitaker**

**Technical Secretary**

**IGU Strategy Committee**