**EMAIL TEMPLATE**

**VISA INVITATION EMAIL**

**[Date]**Our Ref: xx/xxxx/xx

Re: Exchange Visit of **[Name of the exchange]**

Dear Sir/Madam:

On behalf of **[name of hosting organisation]**, I am pleased to invite you to visit **[hosting country] between [enter exact travel dates]**.

Your visit will be implemented within the framework of CEPOL Exchange Programme **[enter year]**. The programme is a bilateral exchange of senior law enforcement officers, experts, trainers, commanders, researchers and officials from EU Member States, Candidate, Potential Candidate and Eastern Partnership countries. More information can be found under: https://www.cepol.europa.eu/education-training/our-approach/types-learning.

Based on the official outcome of matching that was completed by CEPOL your exchange category is **[name of exchange category]** and your host will be **[name, title, organisation, contact details – telephone number, email].**

According to the Exchange Programme rules as set out in the User Guide, CEPOL covers the cost of accommodation with half board **(breakfast and dinner)** and the cost of international transport. CEPOL will also take care of the international flight and hotel arrangements for you.

The cost of lunches and domestic transport as well as the costs of visa is at the expense of the sending country.

Please find attached the Activity Plan, which contains the official programme of your visit.

We look forward to seeing you in **(hosting country)** shortly.

Yours sincerely,

**[Signature]**

**[Name and title]**