**Date:**

**To:** Visa Officer

Consulate of Nigeria

  **Re: Request for Visa Issuance – Delegate to the 3T Leadership Conference**

| **Delegate Details** | **(to be completed for each applicant)** |
| --- | --- |
| Full Name:  |  |
| Passport No:  |   |
| Date of Birth:  |   |

| Passport Issue Date |   |
| --- | --- |
| Passport Expiry Date |   |
| Nationality |   |

**1.** **Conference Confirmation**

This letter confirms that **NextGen Leadership Foundation** has officially registered the above-named delegate to attend the **3T Leadership Conference** (Theme: ***First Things First***), which will be hosted in collaboration with EQUIP as follows:

 **Dates:** Tuesday, November 18th - Friday, November 21st

 **Venue: *PISTIS Conference Centre***

 **Organiser:** NextGen Leadership Foundation

 **Purpose:** Five-day intensive leadership program featuring keynote sessions, certified workshops, and community impact labs designed to equip emerging African leaders.

All registration fees for the delegate have been paid in full.

**2.** **Accommodation & Logistics**

For the convenience and security of our delegates, NextGen Leadership Foundation has arranged a block booking at HotelInn - 1 Prince Yomi Daramola St, off Water Corporation Drive, Oniru, Victoria Island, Lagos.

[**https://hotelinn.ng/**](https://hotelinn.ng/)

Kindly grant the applicant the necessary support in processing their visa to Nigeria.

Thank you.

Yours sincerely,



Gbenga Samuel

**Executive Director, NextGen Leadership Foundation**