TO CREATE THE COVER LETTER ADDRESSED TO THE DIRECTOR GENERAL OF IMMIGRATION USE YOUR ORGANIZATION’S LETTERHEAD PAPER. MAKE SURE IT INCLUDES YOUR CONTACT DETAILS

TO:

Director General of Immigration

Depart of Immigration of Zambia

**SUBJECT: Visa for attendance of ICT4D Conference in Lusaka**

(Insert date)

Dear Director General of Immigration,

I would like to apply for a business visa to enter Zambia.

I will arrive in Zambia on (insert month, date, year) and depart on (insert month, date, year).

During my visit, I will be attending the 10th ICT4D Conference, to be held May 8-10, 2018 followed by the ICT4D Training Day on May 11, 2018 at the Mulungushi International Conference Centre in Lusaka, Zambia.

The ICT4D Conference is organized by a Consortium of Partner organizations, led by Catholic Relief Services, who have an office in Lusaka, Zambia. More information can be found here [www.ict4dconference.org](http://www.ict4dconference.org).

I will be staying at (insert hotel name and full address).

Yours sincerely,

(Insert your signature)

(Insert your name)

(Insert your position)

(Insert your organization’s name)

(Insert your email address)

(Insert your telephone number)