



Office of the Mayor

International Correspondence Request Form

Should you require the Mayor to provide a letter to an international stakeholder, please complete the following *International Correspondence Request Form* and submit to the Office of the Mayor for review and further instruction.

Please contact the Mayor's International Relations Officer on 07 5581 7525 with any questions.

Contact details of person completing this form

Date			
Name			
Organisation			
Email		Phone no.	

Please provide a brief background on your organisation and reason for requesting letter

Please provide full addressee details in the following format

Salutation/Title			
First name		Surname	
Position			
Organisation			
Street			
Suburb		State	Postcode
Country			
Email address			

Please indicate the type of letter you require and provide specific details so we can process promptly.

For each member of the delegation, please provide the following information.

(for large groups, please attach a separate list in an Excel spreadsheet)

Letter of invitation for visa purposes

Salutation	
Full name	
Position	
Date of birth	
Passport no.	
Date of visit	

Letter inviting delegates to the city to attend event etc.

Full name list of delegates

Proposed date of visit

Purpose of visit program/ details of event

Details of what the invitation includes (ie. flights, accommodation, registration)

Details outlining the responsibility of the delegate (ie. meals, on-ground transport)

Letter of introduction for overseas travel by internal & external stakeholders

Full name

Position

Organisation

Date of trip

Country, city, event attending

Purpose of the visit

Key messages

Letters of welcome for inbound visitors, students, delegates

Full name

Position

Organisation

Dates of visit

Reason for visiting

Name of hotel they are staying in

Key messages

The Office of the Mayor has standard letter templates that will be issued. If you require a specific letter to be sent, please provide a draft copy attached as a Word document.

Please return your completed form to the Office of the Mayor:

Fax +61 7 5581 6054

Email mayoralir@goldcoast.qld.gov.au

iSPOT Reference (OFFICE OF THE MAYOR USE ONLY)