



Date: February 20, 2026

The Visa Officer,
United States Consulate General
Location: {ENTER HOME COUNTRY}

Dear Sir or Madam:

On behalf of the Society for Maintenance and Reliability Professionals (SMRP), I would like to extend an invitation to the 2026 SMRP Annual Conference being held in Raleigh, NC, USA, on September 28 to October 1, 2026, to the following individual(s):

Name:
Title:
Company:
Passport Number: Issued {Insert Date} Valid until {Insert Date}
Country of Origin:

We ask that you please issue the necessary documentation/visa for the period of September 28 to October 1, 2026 to permit their attendance at this event.

Should you need further information, please contact me via e-mail at btaylor@kellencompany.com

Thank you.

Betty Taylor
Betty Taylor
Vice President, Meetings and Expositions
Society of Maintenance and Reliability Professionals