Educational Institution Letterhead

Name of Institution

Address

Telephone, Fax, E-mail

Tel.: Date

Mr. Diego Martinez

Manager, TRAINAIR PLUS Programme

International Civil Aviation Organization

999 Robert-Bourassa Boulevard

Montreal, Quebec H3C 5H7

CANADA

Dear Mr. Martinez,

This is a supporting letter for the participation of (First name) (Last Name) in the Model ICAO Forum, to be held from 12 to 14 December 2018 in Shenzhen, China. I certify that Mr./Ms. (Last Name) is currently enrolled in (name of course/faculty/programme) at the (Name of Educational Institution).

It is understood that the Model ICAO Forum is a complimentary tuition fee event organized by the International Civil Aviation Organization (ICAO). The event host organization will provide students with a participation package including: local accommodation for three nights (11 to 13 December) at a [designated hotel](http://www.szjingdu.com/en-us/index.html) (bed and breakfast); local transportation from hotel to event venue; complimentary meals and social activities organized during the three-day event.

Other expenses, such as travel fees to reach Shenzhen, as well as transportation from/to airport or port of arrival to the hotel , travel insurance, out-of-country medical insurance, and visa related costs, will be the responsibility of the aforementioned participant and/or the (Name of Educational Institution).

Should any further information be required please contact us at your convenience.

Yours sincerely,

Signature

Name,

Position