**CAPSCA ASSISTANCE VISIT – REQUEST LETTER**

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| --- | --- |
| **State:** | <Country Name> |
| **Date:** | <Date> |
| **Government Agency** **Requesting the visit:** | <CAA, DGA, etc.> |
| **To:** | International Civil Aviation Organization (ICAO) – CAPSCA Programme |

The <government agency> of <country name> after completing the CAPSCA simplified self-assessment exercise, has identified the need for assistance in the evaluation and/or development of a National Preparedness plan for the prevention of spread of communicable diseases through air travel and for public health emergencies in the Aviation Sector, according to the article 14 of the Convention on International Civil Aviation.

Therefore, we kindly request ICAO to perform a CAPSCA Assistance Visit to <country name> in the month of <month and year>.

We would appreciate receiving a response at your earliest convenience.

Sincerely,

**<Signature>**

**<Name>**

**<Title>**

**<Gouvernmet agency>**

**<Country>**

<Address, email, telephone number>