

**Date:** [Insert date]

**To:**

The Visa Officer  
Embassy of Malaysia  
[Embassy Address]

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**Subject: Invitation Letter for Visa Application – GFP Annual Meeting 2025 in Kuala Lumpur**

Dear Sir/Madam,

We are pleased to extend our formal invitation to **[Full Name of the Representative]**, **[Designation]** of **[Company Name]**, located at **[Company Address]**, to attend the **Annual Meeting of the GFP Global Forwarding Partners Network**, which will be held in **Kuala Lumpur, Malaysia**, from **8<sup>th</sup> to 11<sup>th</sup> October 2025**.

This meeting brings together key representatives from freight forwarding companies around the world to strengthen our global partnership, share strategic insights, and explore collaborative opportunities. The event will feature keynote sessions, business matchmaking, and networking engagements.

We respectfully request your kind assistance in issuing the appropriate visa to facilitate **[Mr./Ms. Full Name]**'s travel to Malaysia for the purpose of attending this business meeting. The applicant will be fully responsible for all travel expenses, accommodation, and medical insurance during their stay in Malaysia.

**Event Details:**

**Event Name:** GFP Global Forwarding Partners Network Annual Meeting 2025

**Date:** 8 – 11 October 2025

**Venue:** W Hotel, 121, Jalan Ampang, 50450 Kuala Lumpur, Malaysia.

**Host:** Worldgate Express Services Sdn. Bhd.

Should you require any additional information, please feel free to contact us.

Thank you for your kind attention and support.

Yours sincerely,