



Harold Wright
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Date

Immigration Officer
Canada

Dear Sir / Madame,

Re: Entry into Canada- Insert full name as it appears on the passport

We would like to invite **Insert full name as it appears on the passport** to attend our Summer Agronomy Meeting at our Plattsville, Ontario location. **He/She** will be arriving in Canada on **Month, Day, Year** and returning back to the United States on **Month, Day, Year**.

At the conclusion of these meetings, Syngenta guarantees that **Insert First Name** will return to the United States and will not be engaged in any professional activity during **his/her** visit for which, under the laws of Canada, a work permit is required.

At all times, **Insert First Name** will remain an employee of **Insert Legal Entity name for school**. We would also like to confirm that all **his/her** travel expenses including medical (if required), during **his/her** visit to Canada will be borne by **Insert Legal Entity name for school** and the person in Syngenta Canada that **he/she** will be visiting with is Harold Wright - Mobile Phone 519-766-6943, at our Honeywood Research Facility located at 946863 Township Road 14 Plattsville, Ontario, Canada; Main Telephone 519-696-2269.

If you have any questions, please feel free to contact me directly.

Sincerely,

Harold Wright