

Official Delegation Visit Acceptance Letter

Subject: Official Acceptance of Delegation Visit

Dear [Leader's Name],

On behalf of [Organization/Institution], I am honored to accept your request for a delegation visit on [Date]. We value the opportunity to host you and your team to discuss mutual areas of cooperation, knowledge exchange, and future partnerships.

The official program will include a welcome reception, a guided tour of our facilities, and a formal meeting with our senior representatives. Please find attached the preliminary schedule for your reference.

We are committed to ensuring a successful and memorable visit.

Respectfully,

[Your Name]

[Your Title]

[Organization]

Get more templates here: <https://www.lettersandtemplates.com/letters/accept-visit-letter>