

User Organization's Letter Head

LETTER OF INTRODUCTION

Date: _____

Dear WFP,

The bearer of this letter has been booked to fly on WFP chartered flight but is not in possession of an User Organization's ID Card. In order to comply with the WFP requirements, the bearer asks to be accepted for travel using the following form of identification:-

(All Fields are Mandatory)

Passenger Full Name: _____

Name of User Organization sponsoring the travel:

Flight Date(s): _____

Route: From: _____ To: _____

Type of ID (National, Passport, Etc.): _____

ID Number: _____

Date of Birth: _____

Passenger working for (specify name of Passenger's Organization:

Position held in the organisation: _____

The Concerned Partner/Company Contact Information (Phone Number/E-mail address): _____

Reason of travel: _____

Should WFP wish to clarify the status of this traveller, kindly contact our Focal Point:-

Focal Point Name: _____

Focal Point Tel: _____

Name of Sponsoring User Organizations: _____

Signature: _____

Head of Agency / Mission _____

NB: Agency stamp required