

[Name applicant]
[Address]
[Postal code and city]
[Country]

[Date]

Subject: Invitation to participate in [name of event]

Dear [Applicant's name],

It is with great pleasure that we invite you to participate in [name of event], organized by [name of foreign visual art institution] in [city/location], from [start date] to [end date]. [Short explanation of public programme].

Event details

Honorarium: We are offering you an honorarium of [amount] for your participation in the event.

Expected number of visitors: We expect the event to be attended by approximately [expected number of visitors] people.

Kind regards,

[signature]

[Name]
[Position]
[Name of institution]
[Contact details]