



COP26 Coalition Visa Support Service Template Letters of Support

In this document are three template letters:

1. Template of support for an organization outside the UK who is sending and/or supporting an activist
2. Template of support for an organization inside the UK who is supporting an international activist
3. Template of support for an organization who is providing exclusively financial sponsorship

Instructions for how to use this document:

Please copy and paste the template you intend to use into a separate document. All text in blue must be replaced by relevant information. All text in red must be deleted. Please insert a logo of your organization in the header. This helps improve the formal quality of the document which increases the impact it will have with the Home Office.

If you are *not* providing financial support, and the purpose of your letter is to show support more in regards to the need for an individual to be present at COP, please delete the paragraph within your template which discusses financial sponsorship.

These letters can then be attached to one's Home Office Application.

TEMPLATE SUPPORT LETTER: INTERNATIONAL ORGANIZATION SENDING AND/OR SUPPORTING ACTIVIST

[DATE]

To whom it may concern,

NAME OF DELEGATE/ACTIVIST

My name is [INSERT NAME] and I am [INSERT JOB TITLE] at [INSERT NAME OF ORGANISATION], a(n) [INSERT ORGANISATION TYPE (I.E., ENVIRONMENTAL)] organisation based in [INSERT NAME OF COUNTRY]. We are an officially registered organisation who work to [INSERT DETAILS OF WORK].

We are extremely passionate about climate justice and are hoping to send [INSERT NAME(S)], to the UK so they can strengthen the international climate justice movement and positively influence change by attending COP26. [INSERT NAME(S)] is vital towards our professional aims at COP26, and will be working officially to [INSERT DETAILS OF WHAT ACTIVIST WILL DO/PARTICIPATE IN AT COP]. All of their work is permitted under the regulations of a standard visit visa.

Include the following paragraph *only* if your organization is providing financial support. Cut sentences that do not apply (i.e. if you are providing some but not all financial support):
We confirm that we are financially supporting this delegate by providing assistance to cover the cost of their flights, accommodation and expenses for the duration of their time in the UK. As an organisation we consider that the cost is to be borne as it is essential to our work and that these individuals are key to these discussions.

[NAME OF DELEGATE] is a key part of our team and has (been employed by us/volunteered for us) for [insert length of time].

It is our position that their presence is crucial for enabling civil society to help advance climate justice and to ensure that the best possible outcome is achieved at COP26. If you require any further information please do not hesitate to contact me on the details below.

Yours faithfully,

[INSERT NAME AND/OR DIGITAL SIGNATURE]
[CONTACT DETAILS]

TEMPLATE SUPPORT LETTER: UK BASED ORGANIZATION SUPPORTING INTERNATIONAL ACTIVIST

[DATE]

To whom it may concern,

NAME OF DELEGATE/ACTIVIST

My name is [INSERT NAME]. I am the [INSERT JOB TITLE] at [INSERT NAME OF ORGANISATION], a(n) [INSERT ORGANISATION TYPE (I.E., ENVIRONMENTAL)] organisation called which is based in the UK. We are an officially registered organisation who work to [INSERT DETAILS OF WORK]. We are extremely passionate about climate justice.

We are providing this letter in support of [INSERT NAME(S)] application to visit the UK so they can help strengthen the international climate justice movement and positively influence change by attending COP26 and its side events.

Include the following paragraph *only* if your organization is providing financial support. Cut sentences that do not apply (i.e. if you are providing some but not all financial support):
We confirm that we are financially supporting this delegate by providing assistance to cover the cost of their flights, accommodation and expenses for the duration of their time in the UK. As an organisation we consider that the cost is to be borne as it is essential to our work and that these individuals are key to these discussions. We believe that their presence is crucial for enabling civil society to help advance climate justice and to ensure that the best possible outcome is achieved at COP26.

We are providing this letter to support their application for a visa to visit the UK and help us work together so we can achieve our common goal of climate justice. [INSERT NAME(S)] is vital towards our professional aims at COP26, and will be working officially to [INSERT DETAILS OF WHAT ACTIVIST WILL DO/PARTICIPATE IN AT COP]. All of their work is permitted under the regulations of a standard visit visa.

If you require any further information please do not hesitate to contact me on the details below.

Yours faithfully,

[INSERT NAME AND/OR DIGITAL SIGNATURE]

[CONTACT DETAILS]

TEMPLATE SUPPORT LETTER: FUNDING ORGANIZATION PROVIDING FINANCIAL SUPPORT/SPONSORSHIP

[DATE]

To whom it may concern,

[NAME OF PERSON BEING SUPPORTED - NAME OF ORGANISATION THEY WORK FOR]

My name is [INSERT NAME]. I am the [INSERT JOB TITLE] at [INSERT NAME OF ORGANISATION]. We are an organisation which provides support and funds to climate activists to allow them to attend global events such as COP26.

We are providing this letter in support of [INSERT NAME(S)] application to visit the UK so they can help strengthen the international climate justice movement and positively influence change by attending COP26 and its fmg events.

Please cut sentences or phrases that do not apply (i.e. if you are providing some but not all financial support):

We confirm that we are financially supporting this delegate by providing assistance to cover the cost of their flights, accommodation and expenses for the duration of their time in the UK. As an organisation we consider that the cost is to be borne as it is essential to our work and that these individuals are key to these discussions.

The funds/flight tickets will be made available to them before they depart. Please advise if you require any further documents from us at this time.

We are providing this letter to support their application for a visa to visit the UK and help us work together so we can achieve our common goal of climate justice.

If you require any further information or documentation please do not hesitate to contact me on the details below.

Yours faithfully,

[INSERT NAME AND/OR DIGITAL SIGNATURE]

[CONTACT DETAILS]