

MODEL OF COMMUNICATION – PROFESSIONAL MISSIONS

Place and date

Sirs

Ministry of Foreign Affairs

It is a pleasure to write to you to inform about the professional activities of humanitarian aid we will soon carry out. The details of all necessary information for this purpose are as follows:

1. Health activity or campaign in which the mission will participate
2. Date and place of the activity
3. List of members and their professions
4. Date (s) of arrival, time, airlines and flight numbers
5. Beneficiary organization which will receive the donation, names, telephone numbers and e-mails of contacts in Lima.

Yours faithfully,

Signature of the representative of the Professional Mission