

[Date]

Dear [Participant Name],

Welcome to [Host Country Name]!

We are delighted to have you here for your upcoming program. To help you settle in and understand your new environment, we invite you to attend the mandatory Host Country Orientation session.

Orientation Details:

- **Date:** [Date]
- **Time:** [Time]
- **Location:** [Full Address/Building Name]
- **Contact Person:** [Name/Phone Number]

During this session, we will cover essential information regarding:

- Local customs and cultural etiquette
- Safety and emergency procedures
- Transportation and navigating the city
- Health and wellness resources
- Legal requirements and visa regulations

Please bring your passport, any required enrollment documents, and a notebook. Light refreshments will be provided.

We look forward to meeting you and helping you make the most of your stay in [Host Country Name].

Sincerely,

[Your Name/Department Name]
[Organization Name]