Respected Embassy of the United States of America

Esteemed members,

The Honorable House of Representatives of the Republic of Colombia, presided by the Honorable Representative Doctor \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ is in gratitude for your invitation and consideration of our (representatives) to your event. In order to further understand the details of this event, we respectfully ask to consult the following:

1. How many Congressmen of the House of Representatives can assist the (event)?
2. Which expenses are covered by the (Organization) for the Representatives who assist the (event)?
3. How much time do we have to notify you about the assistance of the Representatives to the (event)?

Thank you for your attention and time in answering our respectful requests.

With sentiments of consideration and the assurances of my highest esteem.

Sincerely,

Head of the Protocol Office

House of Representatives