**To the International Atomic Energy Agency**

Hereby: I, XXXX (regular passport No. YYY), kindly ask you to transfer the respective amount of travel costs for my participation in the Event No. ZZZZ, titled “YYYY” which is to be held from XXX to YYY 201X, in XXX (location) to the bank account of the Permanent Mission of the Islamic Republic of Iran in Vienna.

This payment to the PM will absolve the Agency of its financial liability for its payment due to me for my participation in the above-mentioned event.

Your kind consideration and cooperation would be highly appreciated.

Best regards,

XXX