

Embassy of Lebanon  
A-15/21, Vasant Marg,  
Vasant Vihar, New Delhi,  
Delhi 110057

Ref: NDL/ADM/2023/068

25 September 2023

Dear Madam/Sir,

The office of United Nations Educational Scientific and Cultural Organization (UNESCO) in New Delhi presents its compliments to the Embassy of Lebanon in New Delhi, India and has the honor to inform that Mrs. Shalini Kohly (Indian national), who is assigned to this Office as Senior Finance and Administrative Assistant, is undertaking a short-term assignment in UNESCO Beirut Office from 6 October to 5 November 2023. Mrs. Kohly will be accompanied with her spouse Mr. Sanjay Kohly for this trip who will be going for tourism purpose.

As Mr. and Mrs. Kohly is due to travel to Beirut on 6<sup>th</sup> October as per above, we would highly appreciate if you could kindly facilitate and accelerate the clearance for their appropriate Lebanese visas as per below details.

Name	Passport No.	Date of Issue	Date of Expiry	Relationship
Ms. Shalini Kohly	P2602832	07/09/2016	06/09/2026	Applicant
Mr. Sanjay Kohly	P2602124	06/09/2016	05/09/2026	Applicant's Spouse

We would appreciate it very much if the visas could be granted to them at the earliest possible to enable them to prepare for this trip. All personal necessary documents are attached for your kind perusal. We take this opportunity to inform you that all the expenses related to this trip for Mr. Sanjay Kohly will be borne by Ms. Shalini Kohly and for her the expenses will be borne by the organization.

The office of United Nations Educational Scientific and Cultural Organization in New Delhi avails itself of this opportunity to renew to the Embassy of Lebanon in New Delhi, India the assurances of its highest consideration.

*Chongseo Park*



Chongseo Park  
Finance and Administrative Officer

Encl.