

ON YOUR COMPANY LETTERHEAD

Date: _____

Consulate General of: _____

Address

City, State, Zip.

To whom it May Concern:

This letter is to introduce (Mr./Mrs./Ms.) _____ (Title) _____
 (Mr./Mrs./Ms.) has been employed (By Company) _____
 for (Length of employment) _____. (Mr./Mrs./Ms.) _____ is planning a
 business trip to (city & country) _____ Arriving on (date entering country) _____ Departing on
 (date departing country) _____ to conduct (brief description of business trip) _____.
 While in your country (Mr./Mrs./Ms.) _____ will be meeting with:

Ex: Mr. John Sullivan, President (Must have contact name)
 XYZ Corporation
 Full Address and City Code
 Phone Number

(Mr./Mrs./Ms.) _____ will be in possession of a round trip airline ticket.
 (Name of Company) _____ hereby guarantees all travel and other support expenses of
 (Mr./Mrs./Ms.) _____ during their trip. (Name of Company) _____
 respectfully requests (Mr./Mrs./Ms.) _____ be granted a visa for this trip.

Thank You

Mr./Mrs./Ms. (Original Signature) _____
 (Title) _____