

(Company Letterhead)

This is a SAMPLE letter – please use your own wording for your letter. The letter has to be on company letterhead and signed by an authorized representative other than the applicant.

To the Embassy of *(country)*
Consular Department
Visas Section

(date)

Dear Consul:

This letter is to introduce *(full legal name of applicant)*, who is an employee of *(your company)* traveling to your country on *(dates of travel)* for the purpose of *(e. g. business negotiations)*. While visiting *(country visa is requested for)*, *(name of applicant)* will meet with representatives of *(host company in the country of destination, their address and phone number)*.

(Your company) takes full financial responsibility for this traveler while he/she is in *(country of destination)* and guarantees coverage for all travel expenses and return transportation. We will appreciate issuance of a visa for *(name of applicant)* without delay.

Please do not hesitate to contact me if you have any questions or need further information.

Sincerely,

(name & contact information)