

<<<YOUR COMPANY'S LETTERHEAD>>>

Dear Consul General:

This letter is to introduce <<Applicant's Name>>, the <<Position>> with <<Company name>>. <<Applicant's name>> wishes to visit your country from <<Proposed date of entry>> to <<Proposed date of exit>> in order to <<Purpose of trip>>.

While in your country, he/she will be contacting <<Contact Persons Name>>, <<Company Name and Company Street Address>>.

Mr./Mrs. <<Your Last Name>> will be staying at <<hotel name, address, and phone number>> during the trip. <<Company Name>> hereby guarantees sufficient funds for Mr./ Mrs. << Your First and Last Names >> Stay, as well as accommodation, round trip air transportation, and full medical insurance coverage.

Therefore, I kindly ask to issue Mr./ Mrs. << Your First and Last Names >> <<type (e.g. Business 1year, multi-entry)>> visa at your earliest convenience. Thank you for your assistance. Please contact me should you have any questions.

Sincerely,

<<Supervisor's signature>>

<<Supervisor's Name and Last Name

<<Title>>

<<Phone Number>>