

COMPANY LETTERHEAD
(This is a Sample Only)

DATE

Consulate of the COUNTRY your are Traveling To
ADDRESS
CITY, STATE, ZIP

Dear Sir or Madam,

This letter is to bring to you attention that FULL NAME OF TRAVELER, who holds the position of TITLE with NAME OF YOUR COMPANY.

FULL NAME OF TRAVELER is traveling to COUNTRY from DATE to DATE for business meetings with: Name and address of contact(s) in COUNTRY are as follows: (Provide name of person to meet with, address, and phone numbers).

Full NAME OF TRAVELER will represent NAME OF YOUR COMPANY in these meetings. The meetings will include discussions of EXACT NATURE OF MEETING in support of TRAVELER's business interests in the COUNTRY.

On behalf of NAME OF YOUR COMPANY, we request that you furnish TRAVELER a business visa valid for SINGLE/DOUBLE/MULTIPLE journeys to COUNTRY (for a period of time not to exceed the validity of his/her current passport. We expect three more trips within the next year **(or language akin to the need of the traveler. Please be advised that many countries will only issue single entry visas)**).

NAME OF YOUR COMPANY guarantees round-trip transportation, all financial responsibilities and ethical conduct for TRAVELER. During the course of his/her stay, TRAVELER is expected to fully observe the laws of COUNTRY. Should you require additional information or have questions, please do not hesitate to contact me at YOUR DIRECT TELEPHONE NUMBER.

Thank you very much for your cooperation.

Yours truly,
(MUST BE SIGNED BY COMPANY OFFICIAL)

FULL NAME OF COMPANY OFFICIAL
OFFICIAL'S POSITION