

**The letter should be written on company letterhead
to the embassy of each country you plan to visit.
Insert your specific content within the parentheses.
The actual letter must be original
This is only a sample**

[Date]

ATTN: Embassy * [Country you are traveling to]
RE: Visa for [name of traveler]

To Whom It May Concern:

[Name of the traveler], who holds the position of [traveler's title/position] of [Name of company] is planning a business trip to [Name of Country] in order to [Please explain briefly reason for trip indicating activities or nature of business to be performed i.e., conducting business meetings or meetings scheduled with a company colleague to discuss the sale and distribution of our products].

[Name of traveler] will be traveling to [Destination Country] frequently to represent [Name of company] and will be in frequent contact with [name of local contact, position/title, and name of the company to be contacted, address and phone number of contact in country]. [Note: Use the word "frequent" only if applicable].

[Name of the traveler], will arrive in [name of country] on [date of entry] and depart on [date of exit]. For the duration of [name of traveler] stay, our company [name of US company] will be fully responsible and guarantee all of his/her financial obligations including return airfare to the United States, and we assure you that [Full name of the traveler] will abide by all [name of country's] laws in force.

Taking into consideration the above information, we are requesting a [days/month/year Business Visa] for [name of traveler]. [NOTE: If a multiple entry visa is required, mention it here].

We appreciate all efforts and courtesies you may extend to us in order that [Name of traveler] may receive his/her visa as soon as possible.

We thank you for your attention to this matter. If you have any questions, please feel free to give me a call directly at [put your telephone number]

Sincerely,

[A closing signature- Must be an original- Please sign with blue ink]

[Name of the signatory]

[Title of the signatory]

[Contact Information]

The letter should be signed by an officer of the company other than the applicant.

* Use [Consulate] for all other city locations.

PLEASE NOTARIZE

