

ON YOUR COMPANY LETTERHEAD

*****Please print your business letter on company stationary*****

(Date)

(Name of country) CONSULATE

ATTN: Visa Officer

Mr. /Mrs. (Name of Traveler) (Passport Number) is one of our employees who is engaged as a (Position) for (Company Name)

Mr. / Mrs. (Name of Traveler) plans to visit (City, Country) for the purpose of (Be specific and in details) with (Company to Visit). He / She will be meeting with (Name of a Person) .Mr. /Mrs. will be departing the United States on (Date of departure) and will return to the United States on (Return Date). Mr. /Mrs. (Name of Traveler) will not be performing any Technical jobs or duties while He / She is visiting your Country and he or she will maintain his/ her residency in the USA.

(Company Name) will guarantee Mr. /Mrs. (Name of Traveler) Maintenance and will be Responsible for his/ her welfare while in your country. Mr. /Mrs. (Name of Traveler) is in Possession of sufficient funds for His / Her stay in your country and he /she has a return airline ticket to the USA.

We present herewith his/her _____ passport and would appreciate immediate issuance of a visa for his/her stay in Enter Country.

Thank you for your assistance.

Sincerely,

Type Name / Title / Authorized Signature