

APPENDIX N: SAMPLE VISA APPLICATION LETTER

(COMPANY LETTERHEAD)

Name of Embassy
Consular Section
Address

Dear Sirs,

This letter is to present **[name of applicant, position and company name.]**

The purpose of **[name of applicant]** visit to **[country name]** is to represent **[company name]** on a visit to **[purpose of visit.]**

The relevant information pertaining to this visit is as follows:

Name of applicant
Nationality
Passport #
Date of issue of passport
Expiry date
Place of birth
Date of birth
Occupation
Name of inviting company
Period of stay

We kindly ask you to grant **[name of applicant]** the appropriate visa for the above-mentioned purpose. Please be advised that **[company name]** will accept full financial responsibility for **[name of applicant]** during this visit.

Thank you,

Yours truly,

Senior Official
Position
Company name

[Signature and Chamber seal]