(Date)

Consulate General of (Add Country)

Consular Section

Dear Visa Officer:

(Mr./Ms.\_\_\_\_\_\_\_\_\_\_\_), who is one of our employees, is engaged as (a/an Title). They plan to visit (City, Country) for the purpose \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ and (his/her) business trip will begin on approximately (Date).

**Traveler Name: (Full Name exactly as shown in passport)**

**Passport Number:**

**Passport Exp Date:**

**Date of Birth:**

**Nationality:**

Their contact will be:

**Name:**

**Address:**

**Phone Number:**

(Company Name) will guarantee (Mr./Ms.’s) maintenance and will be responsible for their welfare while in your country. During their stay, (he/she) will reside at (Name, Address of Hotel).

(Company Name) also takes full responsibility for their repatriation. (He/She) is in possession of sufficient funds for (his/her) stay in (Country) and they have an airline ticket for return to the United States.

Please be advised that (Mr./Ms.’s) visit will be short and they will not be migrating to (Country) and we would appreciate the issuance of their visa to (Country).

Thank you for your assistance.

Sincerely,

**(Handwritten Signature Here)**

Name of Inviter

Position of Inviter

Contact phone number