**Letter of guarantee**

The letter of guarantee serves as service declaration and proof of the grounds of the travel of the applicant. The letter is drafted in name of the entity that sends the applicant to Angola and includes the request for the visa.

The letter may include a declaration that payment of the travel costs, stay and return are being covered by the employing entity. In the end, the letter can state that the applicant will respect the laws of Angola.

**Requirements of the letter**

□ 1. Addressed to the Consulate-general of Angola in Rotterdam

□ 2. Drafted in English or Portuguese

□ 3. Dated, at a maximum of three months prior to the start of the visa application process

□ 4. Signed by a representative of the employing entity

□ 5. Stamped with the entity stamp

□ 6. Service declaration of the entity

□ 7. Details of the entity, such as the address, and description of type of activity it executes

□ 8. Personal details of the applicant

□ 9. Grounds of the visit to Angola

□ 10. Envisaged period and place of stay of the applicant

**Example of the letter of guarantee**

To

Consulate-general of the Republic of Angola

Rotterdam – The Netherlands

\_\_\_\_ (Place), on \_\_\_\_ (date)

(Details of the company: address)

Subject: Service declaration and visa application

Dear Sir / Madame,

Via this letter I am confirming Mr. / Mrs. \_\_\_\_\_\_\_\_ (complete name of the applicant) is employed by our organization in the position of \_\_\_\_\_\_\_\_ (function). Please issue a visa for him/her so it will be possible to visit Angola in the period of \_\_\_\_\_\_\_\_ (envisioned dates) to \_\_\_\_\_\_\_\_ (grounds of the travel).

His / her travel costs and all other expenses will be covered by us, and our organization assumes complete responsibility to comply with all regulations of immigration etc., as well as compliance with the laws of the Republic of Angola.

He / she receives a salary and pays taxes and social security charges in the country of citizenship. A return travel ticket is provided in his / her name.

We kindly request the highest attention in issuing the desired visa and assure you our highest considerations.

Yours truly,

\_\_\_\_\_\_\_\_\_\_ (Name and signature of the representative)

\_\_\_\_\_\_\_\_\_\_ (Name of the company)