**Company letterhead**

Name Embassy/Consulate

Address Embassy/Consulate

Date (dd/mm/yyyy)

To whom it may concern,

This letter is to request a business visa for our colleague:

Full name (as in passport):

Nationality:

Date of Birth (dd/mm/yyyy):

Passport number:

Passport Issue date

Passport Expiry date:

Date of employment:

Job title:

Company to be visited:

Visa validity requested:

Number of entries requested:

|  |  |
| --- | --- |
| Entry date(s) (dd/mm/yyyy) | Exit date(s) (dd/mm/yyyy) |
|  |  |
|  |  |
|  |  |

We confirm that our colleague is covered by our company insurance policy and is in possession of a return flight ticket. We hereby confirm that we guarantee all expenses of our colleague during his/her trip. Please grant him/her the relevant visa. Thank you.

Kind regards,

**Signature**

Name

Address

phone number

Company email and telephone number

**(Company Stamp)**