



<<Your Company Letterhead>>

<<DATE>>

Consulate of <<Country to be visited>>

Dear Sirs/Madam:

This letter is to request your assistance in obtaining a visa for our employee, <<Your Name>>, <<Your Title>>, <<Your Name>>, will be traveling on <<Date of Entry>> to <<Country to be visited>> leaving <<Date of Exit>> to <<Purpose of visit>>. <<Company Name>> guarantees expenses and return airfare to the United States for this trip. Thank you for your assistance in granting this <<Type of Visa>> visa.

Sincerely,

<<Authorized Signer other than you>>

<<Title>>

<<Phone Number>>