

**RE-TYPE ONTO YOUR COMPANY
LETTERHEAD AND FILL IN THE BLANKS**

DATE _____

TO THE CONSULATE OF _____ ,

DEAR SIR OR MADAM:

**MR./MS. _____ NEEDS TO TRAVEL ON BUSINESS FOR OUR COMPANY
TO _____ HE/SHE WILL BE MEETING WITH MR./MS. _____ OF
(COMPANY NAME, ADDRESS, PHONE NUMBER) TO (EXPLAIN WHAT HE/SHE IS
GOING TO DO THERE).**

**MR./MS. _____ WILL BE ENTERING _____ ON OR ABOUT
_____/_____/_____. .**

**(COMPANY IN THE US) WILL BE FINANCIALLY AND MORALLY RESPONSIBLE FOR
MR./MS. _____ WHILE THEY ARE IN _____ AND MR./MS.
_____ WILL ABIDE BY ALL LAWS IN FORCE IN _____
AT THE TIME OF THEIR STAY AND WILL NOT BE DOING ANY TECHNICAL WORK
WHILE VISITING.**

THANK YOU FOR YOUR ASSISTANCE IN THIS MATTER.

SINCERELY,

SIGNATURE

TITLE

(cannot be signed by person traveling or with the same last name)