

<LETTERHEAD>

<Date>

To: Embassy of <country>  
Consular Section

Dear Sir or Madam:

Mr. <name>, <position> in <company name> needs to travel to <Country name> on our behalf for the purpose of <conducting meetings (for example)> with <company name and address in the country>.

We kindly requesting to grant him a <# of entries> visa to <country>. <Company name> will provide round trip transportation and will be responsible for all expenses incurred by <applicant's name> while in <country>.

Thank you for your assistance in this matter.

Sincerely,

Signature  
(has to be signed by someone other than the applicant)