

**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)