

July 31, 2013

Consulate General of **Insert Country**

Dear Sir/Madam;

We are submitting a valid passport and required visa documents on behalf of **John Smith**. We are requesting a **Single/Multiple Entry for John Smith. He is a Consultant with 123 Co.**

He will be traveling for the purpose of **short term business meetings**. He will depart on **August 15, 2013** and will return on **August 30, 2013**. He will be in **Insert Country** for about **10 days**.

While in **Insert Country**, he will be contacting:

**COMPANY TO BE VISITED**

**NAME OF CONTACT**

**ADDRESS**

**PHONE NUMBER**

**123 Co.** guarantees that **Mr. John Smith** will have sufficient funds in his possession, confirmed accommodations, and we have arranged return transportation.

**123 Co.** also guarantees that he will not become dependent upon the Government of **Insert Country** in any way during this visit.

We greatly appreciate your attention to this matter. Please feel free to contact SC with any questions or comments regarding this request.

Kind regards,

**Mr. Richard Smith**

**Vice President**