

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