



Explanation:

Company letterhead paper from the sending party including:

- full name and address of the sending company
- fax and phone number of the sending company

The Introduction Letter has to be addressed to the relevant consulate in Germany. Please check the relevant consulate under: <https://dvkg.de/en/countries/information/new>.

Example with comments:

[name of Embassy]

[address of Embassy]

[date]

Visa Application – [full name]

Dear Visa Officer,

This letter is to confirm that the following employee is required to travel to [enter country] for business discussions:

Full name:	[name as in passport]
Nationality:	[nationality]
Passport number:	[passport number]
Passport issue date:	[passport issue date]
Passport expiry date:	[passport expiry date]
Job Title:	[position in company]
Date of employment:	[start date of your employment]
Organization to be visited:	[inviting company name and address if known]
Validity requested:	[length of visa required]
Number of entries requested:	[single/double/multiple]
Entry date:	[entry date]
Exit date:	[exit date]

Please grant the relevant visa for [applicant's name] to travel. We confirm that he/she will be in receipt of a return ticket, he/she is covered by our company insurance policy, and all expenses for his/her journey will be met by [company name]. Should you wish to discuss this application further, please do not hesitate to contact me.

Best regards,

[Signature]

[Signee's name and job title]