

Visa Application - _____

Dear Visa Officer,

This letter is to confirm that the following employee is required to travel to _____ for business discussions:

Full name: _____
Nationality: _____
Passport number: _____
Passport issue date: _____
Passport expiry date: _____
Job Title: _____
Date of employment: _____
Organization to be visited: _____
Validity requested: _____
Number of entries requested: _____
Entry date: _____
Exit date: _____

Please grant the relevant visa for _____ 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 _____ . Should you wish to discuss this application further, please do not hesitate to contact me.

Best regards,
