



Explanation:

Company letterhead paper from the inviting party in of the destination including:

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

The invitation 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:

[Address of the sending company]

Date: [Be dated within the last two months]

Dear Visa Officer,

We are pleased to invite [traveller] [state the relationship between the applicant and the inviter] to visit [specify the place and purpose of the visit] for [length of stay] between [include the date(s) of entry and exit].

Full name: [Enter name as in passport]

Gender: [Male / Female]

Date of Birth: [enter year/month/date]

Nationality: [enter nationality]

Passport number: [enter passport number]

Passport issue date: [enter passport issue date]

Passport expiry date: [enter passport expiry date]

Job Title: [enter position in company]

Please grant the relevant visa for [enter 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 [enter company name]. Please do not hesitate to contact me for further questions.

Best regards,

[Signature]

[Signee's name and job title]

(Stamp of the inviting company)