

Company letterhead

Embassy Address

Date and location

Dear Sir / Madam,

Please be informed that Mr/Ms/Mrs [full name] who is employed by [company name] in [city & country] with the position of [position] is invited for [purpose of visit] during the [start date for visit] to [end date for visit].

[full name] is going to visit [name of the company] in [city & country] during his/her stay he/she will participate in [activity during the visit] in connection to our [present project] The visit will take place in [Place of visit and full address].

[full name] will require a [type of visa] visa, valid for [duration of visa] with [Number of entries] entries.

His/her passport details are as follows:

First name:

Last name:

Date of birth:

Nationality:

Passport No:

Date of Issue:

Date of Expiry:

During his/her stay in the country Mr/Ms/Mrs [full name] will attend contacts with the [position & name of contact person] if you need any further information, please feel free to contact him at [phone number & email to the contact person] All accomodation expenses incurred will be borne by himself through [invited company name]

We would appreciate if you could kindly grant him/her an appropriate visa for the trip. Thank you for your kind consideration.

Sincerely,

[Signature]

[Company seal]

[Printed name]

[Position]

[Company name]

Company name, full company address & contact details