

## Sample Letter of Introduction

Visa Section

[enter name of Embassy]

[enter address of Embassy]

[enter date]

Dear Visa Officer,

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

Full name: [enter name as in passport]

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]

Date of employment: [enter start date of your employment]

Organisation to be visited: [enter inviting company name and address if known]

Validity requested: [enter length of visa required]

Number of entries requested: [single/double/multiple]

Entry date: [enter entry date]

Exit date: [enter exit date]

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]. Should you wish to discuss this application further, please do not hesitate to contact me.

Yours faithfully,

[Signature]

[Signee's name and job title]