

EXAMPLE OF A "COMPANY LETTER OF GUARANTEE"

PLEASE FOLLOW THIS FORMAT ON AN ORIGINAL COMPANY LETTERHEAD

(Date _____)

Consulate Director of (Name of visiting country)

Dear Consul General,

This letter is to introduce (Mr./Mrs. _____). (Mr. /Mrs. _____) is employed by (Company) as (Position) of our company. (He/She) also oversees business meetings in (Country). Due to this position, (he/she) is required to travel to (Country) for business meetings.

(Mr. /Mrs.) plans to travel on (Date of Travel) to (Country) to attend these meetings. (Company) guarantees (his/her) financial support, and assume full responsibility for (his/her) welfare as well as (his/her) reputation while in (Country).

We would appreciate if you issue (him/her) the appropriate visas for (his/her) travel as soon as possible.

Respectfully,

(Supervisor)

(Title)

(Company)