

EXAMPLE OF A “COMPANY LETTER OF GUARANTEE

PLEASE FOLLOW THIS BUSINESS LETTER FORMAT ON ORIGINAL COMPANY LETTER HEAD AND NOTARIZED WITH ORIGINAL SIGNATURE.

DATE: _____

CONSULATE DIRECTOR OF: (Name of visiting country)

Mr. /Mrs. (Name of Traveler), (Passport Number), is one of our employees who is engaged as a (Position) for (Company Name) where He/She (Job Description).

Mr. / Mrs. (Name of Traveler) plans to visit (City, Country) for the purpose of (Be specific and in detail) with (Company to Visit). He/She will be meeting with (Name, Address, Phone Number, and Company Position of Person to be visited).

Mr. /Mrs. will be departing the United States on (Date of departure) and will return to the United States on (Return Date).

(Company Name) assumes complete responsibility for Mr. /Mrs. (Name of Traveler) while in your country. (Name of Traveler) is in possession of sufficient funds for His/Her stay in your country and he /she has a return airline ticket to the USA.

Mr. /Mrs. (Name of Traveler) will not be performing any Paid/Technical Jobs or Duties while He/She is visiting your Country and he or she will maintain his/ her residency in the USA.

Sincerely,

(Supervisors Signature)