



Appendix E

Request for Approval of Freelance Work/Home-Based Business

Sample Memorandum

MEMORANDUM

TO: AMBASSADOR, POST
(CONSUL GENERAL, POST) (Use whichever is appropriate)

FROM: Your Name

SUBJECT: Request for approval of freelance work/home-based business

DATE:

Dear Sir/Madam:

- I am the spouse of (employee's name), assigned to the U.S. Embassy (Consulate) with (agency name) and wish to engage in freelancing as _____/run a home-based business as _____ (Give specific details about your intended work).
- My work would be performed at _____. My clientele base would be _____.
- I would like permission to use our government living quarters for my home-based business.
- I understand that I will not enjoy civil immunity in matters arising from this freelance work/home-based business and that I have an obligation to meet _____ (host country) and U.S. tax requirements.

Thank you for your attention to this matter.

Sincerely,