

LETTER OF INVITATION

The letter below is provided as a general guide ONLY. Applicants and/or sponsors are advised to use discretion when preparing their own version in support of a business visa application, and adjust according to personal circumstances or requirements. The finished letter must be printed on official company letterhead, to include full contact details and an original (not proxy) signature.

* * *

Name and address of embassy

(You can find these details in the 'Services' section of our website.)

Date

Dear Sir/Madam,

Please accept this letter as confirmation that the following business associate has been invited to visit *name of inviting organisation* in *country name* for *note purpose of visit, e.g. meetings, business discussions, etc..*

Name: *applicant's full name, as printed in passport*

Date of birth: *applicant's date of birth, as printed in passport*

Nationality: *applicant's nationality, as printed in passport*

Passport number: *applicant's passport number*

Proposed date of entry: *start date of your trip (first trip if multiple entry)*

Proposed date of exit: *end date of your trip (first trip if multiple entry)*

Type of visa required: *single, double or multiple entry*

Requested duration of visa: *validity in days, months or years*

The inviting company accepts full immigration responsibilities for *applicant's name*. If you require further details about *his/her/their* trip, please contact *reference name, plus an alternative, if possible* at *name of inviting organisation* on *contact telephone number, including country code*.

Yours faithfully,

Signature

Name (printed)

Job title