**Sample Host Letter**

* The letter should be addressed to the embassy/consulate of the country you intend to visit and written on company letterhead
* The host company VP/manager must sign this letter
* The letter must be signed and have a company stamp on it

Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Embassy / Consulate of** (**Country**)

Visa/Passport Section

**Dear Sir / Madam,**

We are inviting (applicantname in full and passport number)to visit our company to (explain the purpose of the business - e.g. discuss sales, hold business meetings, arrange distribution/exhibition of our products).

(applicant's name) will meet with (host company contact name, company name and address). We are expecting him to arrive here (date of entry) and he/she will be leaving on (departure date).

If applicable: Our company (host company name) will be fully responsible and guarantees all the financial expenses of (applicant name) while (he/she) is visiting (destination country) including (his/her) accommodation and the round trip airfare.

We appreciate all efforts and courtesies you may extend to us in order that (applicant’s name) may receive (type and validity of visa – e.g. multiple one-year months business) visa as the earliest opportunity.

We thank you for your attention to this matter. Please contact me on (phone number), should you have any questions.

Sincerely,

(Company officer’s signature – not the applicant)

(Title)

(company stamp)