

Date:  
To:  
The Consulate General  
Subject: Business Visa Guarantee Letter

Dear Sir/Madam,

This letter is to confirm that is an employee of , holding the position of .

We hereby request and guarantee that the above-mentioned employee will be visiting for business purposes from to . During this period, all expenses, including travel, accommodation, and insurance, will be taken care of by our company.

We also guarantee that he/she will adhere to the laws of your country and return to upon completion of the business activities.

Should you require any further information, please feel free to contact us.

Sincerely,

Name:  
Designation:  
Company:  
Contact Details:  
Company Stamp/Seal: