



# Embassy Letters

## EMBASSY DETAILS

Date

Dear Sir /Madame.

We write on behalf of ( **APPLICANTS FULL NAME, D.O.B, NATIONALITY, PASSPORT No.**) who is currently employed by ( **UK Co.** ). We would like to invite Mr X to attend a business meeting at out our offices in ( **address**). This meeting is to discuss ( **description**) and will take place on ( **dates**).

Whilst in ( **country**) Mr X's expenses will be covered by his UK company ( **name**).We would therefore be grateful if you could grant Mr X the relevant visa to allow him to attend this meeting.

(If you want a multiple visa add this paragraph)

Mr X will be returning to ( **COUNTRY** ) for further meetings with our company during the course of the next 6 months/12 months\* and we would therefore be grateful if you would be kind enough to grant Mr X a six/12 month multiple visa. Should have any queries or require more information please contact ( **CONTACT NAME & TEL No.** )

Yours etc,

( **SIGNATURE** )

( **PRINTED NAME** )

( **POSITION IN FIRM**)

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