

Travel reference letter

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<DATE>

**Subject: <EMPLOYEE NAME> - Travel reference**

Dear <ENTITY ISSUING VISA>,

I am writing this recommendation letter for <EMPLOYEE NAME>.

<EMPLOYEE NAME> is currently employed by <COMPANY NAME> and is required to be present in <COUNTRY NAME> between <DATE> and <DATE> in order to <BUSINESS PURPOSE OF THE TRAVEL>.

All expenses are covered by <COMPANY NAME>.

I thank you in advance for your cooperation and assistance in the timely processing of <EMPLOYEE NAME> visa application so that <HE/SHE> may attend the above-mentioned <ACTIVITY> on our behalf.

Please do not hesitate to contact us if you have any questions by sending an email at <HR INBOX>.

Yours sincerely,

<HR NAME  
HR TITLE>