**To : Consulate General of <<nameOfEmbassy>>**

**Subject : VISA for <<nameOfEmployee>>**

<<reportDate>>

Dear Consul General,

This letter is to certify that <<nameOfEmployee>>is a permanent employee of <<companyFullName>>. <<heShe1>> has joined the company on <<joinDate>>. Recently, <<heShe2>> is seconded to Thai Oil Public Company Limited holding a position of <<position>> with monthly income of THB XXX.

<<heShe1>> has been nominated to attend “<<travelTopic>>” in <<cityCountry>>. <<heShe2>> will depart from Thailand on <<dateOfDeparture>>. The duration of intended stay at <<cityCountry>> will be approximately XX week. <<hisHer1>> expenses during <<hisHer2>> stay will be paid by the company, and <<heShe2>> will be also provided with a round-trip air ticket and travel insurance.

<<heShe1>> will also take holiday during [Duration of personal travel; MMM DD - DD, YYYY] (XX days) to visit [Name of City] and other cities in [Country] with <<hisHer2>> own budget.

Therefore, we would be grateful if you could kindly issue the visa for <<hisHer2>> admission to stay in <<nameOfEmbassy>> for the above purpose. Thank you for your consideration. Any enquiries, please do not hesitate to contact us.

Yours faithfully,

For: <<companyFullName>>

(<<nameSig1>>)

<<positionSig1>>

(<<nameSig2>>)

<<positionSig2>>