**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 Thaioil Energy Services Company Limited. <<heShe1>> has joined the company on <<joinDate>>. At present, <<heShe2>> is seconded to Thai Oil Public Company Limited holding a position of <<position>> with monthly income of Baht [XXX].

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

<<heShe1>> will also take holiday during September 29 – October 10, 2017 (12 days) to visit Frankfurt and other cities in Germany with his own budget.

Therefore, we would be grateful if you could kindly issue the visa for <<heShe2>> admission to stay at <<cityCountry>> for the above purpose. Thank you for your consideration. Any enquiries, please do not hesitate to contact us.

Yours faithfully,

For: Thaioil Energy Services Company Limited

(<<nameSig1>>)

<<positionSig1>>