**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 Thai Oil Public Company Limited. <<heShe1>> has joined the company on <<joinDate>>. At present, <<heShe2>> is 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: Thai Oil Public Company Limited

(<<nameSig1>>)

<<positionSig1>>