

Logo and name of the company

To: Consulate of Afghanistan in Washington D.C.;

Date

To whom it may concern,

The (company name) present its compliments to the Embassy of the Islamic Republic of Afghanistan in Washington D.C. and has the honor to request (type of visa) for the below individual following the Solicitation () with DOD:

First name		Passport number	
Last name		Date of Issue	
Date of Birth		Expiration date	
Place of Birth		Job Title	
Email address		contact	

He is scheduled to travel to Afghanistan from () to () for total of () of days in order to (provide the details of the activity) on behalf of company:

While in your country Mr. () will be staying at (hotel name, address and phone number of the hotel) during the trip. He reaches via phone number 0700-00-0000 and his emergency contact is 0700-00-0000.

The () Company guarantees Mr. (Faqeerzada) will have adequate funds in his possession as well as confirmed the status of his health.

Thank you for your assistance, please contact me should you have any questions.

Sincerely,

Signature of the company president or vice president

Name of the company president or vice president

Title

Phone number

Email address

Address of Company