EXAMPLE OF A "COMPANY LETTER OF GUARANTEE

COMPANY LETTER HEAD

DATE: _____

Embassy of _____
Washington, D.C.

Attn: Consular Section

Dear Sir/Madam:

This letter is to confirm that _____ is one of our employees who is engaged as a (Position). Mr. / Mrs. (Name of Traveler) plans to visit (City, Country) for the purpose of business meeting (Be specific and in details) with (Company to Visit).

He/She will be meeting with (Name of a Person). Mr. /Mrs. will be departing the United States on (Date of departure) and will return to the United States on (Return Date).

Our corporation will guarantee Mr. /Mrs. (Name of Traveler) maintenance and will be responsible for his/ her welfare while in your country. Mr. /Mrs. (Name of Traveler) is in possession of sufficient funds for his/her stays in your country and he/she has a return airline ticket to the USA. Mr. /Mrs. (Name of Traveler) will not be performing any technical jobs or duties while he/she is visiting your Country and he or she will maintain his/ her residency in the USA.

Please issue a _____ entry visa t o your country.
Multiple/single

Truly Yours

_____
(Supervisors Signature)