

FORMAT FOR COVER LETTERS

FOR country . type . # Entry . Validity Period Specific . Standard or Emergency

(Date)

Consulate General of *(Country)*

Dear Sirs/Madam:

On behalf of *(Traveler's Full Name)*, we are submitting *his/her* valid passport and required documents for a *(Length and # Of Entries) (Business/Tourist)* visa. *(Mr./Mrs./Ms Traveler's Name)* has been a *(Job Title/Position)* with *(Name Of Company)* since *(Date of Hire)* for *(Length Of Employment)*. *(Applicant's Company's Name)*'s contact number in the United States is *(US Corporate Contact Number)*.

(Traveler's Name) is planning a *(Business/Tourist)* visit to *(Country Name)*. *(If Business Please Explain Activities Of The Organization)*. *He/She* will depart the United States on *(Departure Date)* and will arrive in *(Arrival City)* on *(Arrival Date)* and remain for approximately *(# Of Days)* and will return *(# Of Times Traveler Is Expected To Return To This Country If Requesting A Multiple Entry Visa)* over the next year. We would greatly appreciate any assistance you can provide us in expediting this process. While there, *he/she* will be contacting *(Local Contact Name And Company Name)*. *His/Her* address is *(Exact Street Address)*. The phone number is *(Number)*.

(Company Name) guarantees that *(Traveler's Name)* will have adequate funds in *his/her* possession, as well as confirmed living accommodations and return transportation. *(Name Of Company)* also guarantees that *he/she* will not become dependent upon the Government of *(Country Name)* in any way during the course of *his/her* visit.

Thank you for your kind assistance in this matter. Please feel free to contact me with any questions.

Sincerely,

(Authorized Signer Other Than The Traveler)
(Signer's Title)

Important Instructions:

1. Write one letter for each country and for each applicant.
2. All letters must be on company letterhead.
3. Replace all information in parentheses with the data for this trip.
4. A consulate address is not necessary.
5. The letter cannot be signed by the applicant.