

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 _____ (Full Name), _____ (Passport Number) 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 detail 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 (Date of Return).

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 stay in your country and he/she has a return airline ticket to the USA. Mr./Mrs. (Name of travelers) will not be performing any technical jobs or duties while he/she is visiting your country, or he/she will maintain his/her residency in the USA.

Please issue a (Multiple or Single) entry visa to your country.

Truly Yours,

(Supervisors Signature)