

Example of A "Company Letter of Guarantee" Conference Visa

Company Letter Head

DATE: _____
Embassy of _____ Washington, D.C.
Attn: Consular Section

This letter is to confirm that Mr./Mrs. _____
_____,
Passport Number

_____ is one of our employees who is engaged as a (Position). Mr. or Mrs.

_____ plans to visit _____
for the purpose of business meeting
(Be specific and in detail s) 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 Traveler) will not be performing any technical jobs or duties while he/she is visiting your Country and he or she will remain residency in the USA.

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

Truly Yours, (Supervisors Signature)