

**Example Letter of Guarantee, must be printed on the company letter head.**

Address:: .....(name embassy).....  
.....(address embassy)....

.....Place/Date.....

**LETTER OF GUARANTEE**

Dear Sir(s),

This is to certify the proper behaviour of Mr./Mrs ...*(name)*... , in his/her capacity of ...*(profession)*... employed by our company, who is required to travel to ...*(country)*... for business purposes.

Passport details:

Surname :.....  
Given names :.....  
Passport number :.....  
Date of birth: :.....  
Place of birth :.....  
Date of issue: :.....  
Expiry date: :.....

Mr./Mrs. ....*(name)*... is scheduled to leave on: .....*(date of entry)*..... and will return on .....*(date of exit)*.....

He/she will be visiting the company .....*(name company)*..... to discuss .....*(reason of visit)*.....

We take full responsibility for all expenses resulting from Mr./Mrs. ...*(name)*... 's stay in ...*(country)*.....

He/she will be in possession of a return ticket.

Please grant Mr./Mrs. ....*(name traveller)*..... a .....*(single/double/multiple)*..... entry visa valid for .....*(duration in days/months)*.....)

Thank you very much for your co-operation.

Yours truly,

.....*(signature)*.....,

.....*(profession/name)*.....

