

## VOORBEELD GARANTIE BRIEF ENGELS

### OP BRIEFPAPIER VAN BEDRIJF

Embassy/Consulate of.....

Consular / Visa Section,

Address, Country

Dear Sirs,

We hereby declare that <name > employed by our company as <position> will be travelling to <place, country> in the period of <date entry and date departure>.

Passport details:

Surname:

Given names:

Date of birth:

place of birth:

Document Number:

National Identity card number:

Place of issue passport:

Date of issue:

Date of expiry:

Mr./Mrs. <name> will represent our company regarding <business discussion, other>\* with representatives <name> of <company abroad plus address>. We will provide <name> with a return ticket and take all responsibility and costs incurred in trip. You are kindly requested to issue a <sort of visa: single, double, multiple, period> visa for Mr./Mrs. <name>

Yours sincerely,

Signed by manager

**VERY IMPORTANT**

\* for visa India – please state subject of business discussion or state type of project.