



## PASSPORT EXPRESS

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Embassy or Consulate of **(Country Visiting)**

RE: **(Mr. Travelers FULL NAME as it appears on passport)**

Consular Officers

This letter is to introduce you to Mr./Ms. **(Traveler)**, **(Title)**, example: Sales Manager) for Company name.

Mr/Ms. **(Traveler)** will be traveling to **(Country)** for the purpose of attending **(sales or business)** meetings with **(name of company in the country you are visiting)** located in **(company's address)**. Mr/Ms **(Traveler)** will be arriving on **(approximate date)** his/her purpose for visiting **(Country)** is only for business and will not be involved in any technical activities.

**(Company name)** will accept full financial and moral responsibility for Mr/Ms. **(Traveler)** and assure he/she will not exceed his/her legal stay in accordance with his/her visa.

Please take under consideration and review his application and supporting documentation for granting a Business Visa.

Thank you in advance for your attention in this matter.

Sincerely,

\_\_\_\_\_  
**Mr.(Company employee other than traveler)**  
Title of person signing

### REMINDERS

**\* LETTER MUST BE  
NOTARIZED  
for Certain Counties**