../../2024

Consulate General Of …

To Whom It May Concern

Dear Sir/Madam,

Mr/Mrs İSİM SOYİSİM (Passport Number) has been working with “FİRMA ADI” company which is located at “FİRMA ADRESİ ” since –İŞE GİRİŞ TARİHİ- and he/she is currently holding the position of “FİRMADAKİ POZİSYONU”. Her/His salary is “aldığı maaş”. TL with bonus.

We would like to inform you that Mr İSİM SOYİSİM will be traveling seyahat edeceği ülke between the dates ../../2024 – ../../2024 for business/touristic/visiting purposes.

All her/his expenses during the journey will be covered by company/him/her.

We would appreciate your assistance in providing the required visa.

Best Regards,  
  
İMZA ATAN KİŞİNİN ADI SOYADI  
 FİRMADAKİ GÖREVİ