../../2024

Consulate General of …ÜLKE ADI…

To Whom It May Concern

Dear Sir/Madam,

Mr/Mrs ………….. (Pasaport Numarası) has been working with “ŞİRKET ADI” company which is located at “ŞİRKET ADRESİ” since ……… İŞE BAŞLAMA TARİHİ………..and he is currently holding the position of company owner/shareholder.

We would like to inform you that Mr/Mrs. ……………….. will be traveling to …….. between the dates …….. – …….. for touristic/business/visiting purposes.

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

We guarantee the returning of him on above mentioned departure date.

We would appreciate your assistance in providing the required visa.

Best Regards,  
  
İMZA ATAN KİŞİNİN ADI SOYADI  
 FİRMADAKİ GÖREVİ