

COMPANY LETTER / HEAD / LOGO

*Adresse of responsible  
Embassy or Consulate*

*Place, Date*


Subject: *visa type and number of entries*

**To whom it may concern**

This is to kindly request a (*visa type/kategorie and number of entries*) for (*applicant name*), passport number *XXX*, issued in (*place*) on (*date*) and valid until (*date*).

(*Applicant Name*) is hired as (*job title*)\* at (*Name of the German company and address*) and he will visit (*foreign country*) from (*date*) to (*date*) in order to (*specify the purpose of the travel, name and address of the visiting company*).

(*Short declaration of business relationship between the German and the foreign company.*)

(*Name of your company*) hereby guarantees all expenses of (*applicant name*) during his/her trip. 

Thank you,

(*Name*)  
(*Include Signature, Stamp (if available)*)  
(*Title*)