

**RE-TYPE ONTO YOUR COMPANY LETTERHEAD
FILLING IN THE BLANKS**

THE CONSULATE OF _____,

**(MR./MS.) _____ WILL BE TRAVELING ON BUSINESS
FOR OUR COMPANY TO _____. (HE/SHE) WILL BE MEETING
WITH (MR./MS.) _____ OF (COMPANY NAME, ADDRESS,
TELEPHONE NUMBER) TO (EXPLAIN EXACTLY WHAT HE/SHE IS GOING TO DO
THERE). (MR./MS. _____ WILL BE ENTERING _____ ON
OR ABOUT ___/___/____. (COMPANY IN THE U.S.) WILL BE FINANCIALLY
AND MORALLY RESPONSIBLE FOR (MR./MS.) _____ WHILE
THEY ARE IN _____ AND (MR./MS.) WILL ABIDE BY ALL LAWS IN
FORCE IN _____ AT THE TIME OF THEIR STAY.**

THANK YOU VERY MUCH,

**SIGNATURE (CANNOT BE SIGNED BY PERSON TRAVELING OR
TITLE WITH SAME LAST NAME)**