

Invitation Letter - a document submitted to the Embassy from the inviting company, organisation or family and friends from the intended destination country.

A Business Invitation Letter must be printed on the company's headed letter paper and should contain details of the applicant's proposed dates of entry and exit, their duration of stay and the type of business they will be conducting during their stay.

An Invitation Letter from family or friends must contain details of the applicant's proposed dates of entry and exit, their duration of stay and the address at which they will be staying during their visit.

BUSINESS INVITE (from company abroad)

To: *name and address of embassy*

Date:

Dear Sirs,

This is to confirm that *name (date & place of birth, nationality & passport no)* has been invited to visit *name of inviting company* between *date* and *date*.

Name is visiting the company on a business trip, for the purpose of *give purpose, i.e. business meetings*.

If you require more information about this trip, please contact *reference name* at *company address* and *tel. no.*

Optional: Name will be required to visit the company regularly over the next *number* months for the purpose of *give purpose*. We therefore ask if you can issue *him/her* with a multiple entry visa for this period.

Your assistance in this matter would be highly appreciated,

Yours sincerely,

Signature

Name

Position

THE LETTER MUST:

- be printed on letter headed paper
- state full name, address and telephone number and national tax number of company
- be dated, at a date no older than 1 month
- be signed by a person holding a higher position in the company than the applicant
- have printed name as well as a signature