

Dear Visa Officer,

We are pleased to invite _____ to visit
_____ for _____ between
_____.

Full name: _____

Gender: _____

Date of Birth: _____

Nationality: _____

Passport number: _____

Passport issue date: _____

Passport expiry date: _____

Job Title: _____

Please grant the relevant visa for _____ to travel. We confirm that he/she will be in receipt of a return ticket, he/she is covered by our company insurance policy, and all expenses for his/her journey will be met by _____ . Please do not hesitate to contact me for further questions.

Best regards,
