

COMPANY LETTER HEAD

Russian Consulate
London

Date

Dear Sir/Madam,

Re: *Name of Traveller*

I refer to our above named employee who is required to visit your country for a duration of *enter duration of stay* commencing *enter proposed date of entry* until *enter proposed date of departure and purpose of visit (for example "meetings with the inviting organization")*

This letter is to confirm that *name of traveller* is employed by *name of company* and has been since *employment start date*. They will be meeting:

Name of the inviting organization to Russia, address including city.

He/she is covered by company insurance and will be in receipt of a return ticket and all expenses incurred on this trip will be the responsibility of this company.

We would also like to confirm that *name of traveller's* home address is:

*xxx xxxxxxxx
xxxxxxxxxx
xxxxxxx*

He/she will also be returning to work for this company.

Yours faithfully

*Name of person signing
Position in company*

THE LETTER MUST:

- *be printed on letter headed paper*
- *state full name, address and telephone 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*