

## ОБРАЗЕЦ ПРИГЛАШЕНИЯ

## Приглашение должно быть распечатано на бланке приглашающей организации

Название приглашающей организации Адрес организации в стране назначения <u>Контактный телефон</u>

#### Дата-Месяц-Год

### Consulate General of Страна подачи

Dear Sir/Madam:

On behalf of <u>Ваше имя как в заграничном паспорте</u>, we are submitting <u>his/her</u> valid passport and required documents for a Business visa. <u>Ваше имя как в заграничном паспорте</u> is а <u>Ваша должность</u> of <u>Название</u> организации-работодателя.

<u>Ваше имя как в заграничном nacnopme - Passport details:</u>

Nationality: <u>Национальность</u> Date of Birth: <u>Дата рождения</u> Passport No.: <u>Номер паспорта</u>

Passport Issue Date: Дата выдачи паспорта

Passport End Date: <u>Дата окончания срока действия паспорта</u>

<u>Ваше имя как в заграничном паспорте</u> is planning a Business visit to <u>Страна назначения</u> to take part in a <u>Укажите цель поездки: деловая встреча - business meeting /тренинг - training / конференция - conference</u> which will have place in <u>Город назначения</u> starting from <u>Дата начала поездки</u> to <u>Дата окончания поездки</u>. Additional business trips can be required.

We would greatly appreciate any assistance you can provide us in expediting this process. While there, <u>he/she</u> will be contacting <u>Контактное лицо приглашающей организации</u> – contact details: <u>Адрес, телефон и</u> электронный адрес контактного лица.

<u>Название приглашающей организации</u> expresses its respect to the Embassy of the <u>Страна назначения</u> and kindly asks you to consider the possibility to process visa application and issue <u>Укажите кратность</u> запрашиваемой визы: однократная - the single/ двукратная - double / многократная - multiple - entry visa for <u>Ваше имя как в заграничном паспорте</u> starting from <u>Дата въезда</u> to <u>Желаемая дата окончания срока</u> действия визы.

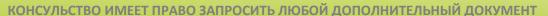
<u>Название приглашающей организации</u> also guarantees that he/she will not become dependent upon the Government of <u>Страна назначения</u> in any way during the course of his visit. We hereby confirm that we will cover all expenses associated with the stay of <u>Ваше имя как в заграничном паспорте</u> in <u>Страна назначения</u>.

Thank you for your kind assistance in this matter. Please feel free to contact our company with any questions.

Sincerely,

Подпись и печать

<u>Полное имя подписанта</u> <u>Должность подписанта</u>







Provisy.ru Ltd. 12345 Madrid Spain Tel. +11 22 3456789 Fax. +11 22 4567891

07-August-2017

# **Consulate General of Spain**

Dear Sir/Madam:

On behalf of Ivanov Ivan, we are submitting his valid passport and required documents for a Business visa. Ivanov Ivan is a Marketing manager of LLC "Provisy.ru" (Moscow office).

Ivanov Ivan - Passport details:

Nationality: Russia

Date of Birth: 01/01/1985 Passport No.: 71 111111

Passport Issue Date: 01/01/2010 Passport End Date: 01/01/2020

Ivanov Ivan is planning a Business visit to Spain to take part in a business meeting which will have place in Madrid starting from 01-September-2017 to 12-September-2017. Additional business trips can be required.

We would greatly appreciate any assistance you can provide us in expediting this process. While there, he will be contacting Huan Carlos – contact details: Madrid, 12345 Spain; tel. +11 22 3456789; Huan@provisy.com.

Provisy.ru Ltd. Expresses its respect to the Embassy of Spain and kindly asks you to consider the possibility to issue the multiple-entry visa for Ivanov Ivan starting from 01-September 2017 to 31-August-2018.

Provisy.ru Ltd. also guarantees that he will not become dependent upon the Government of Spain in any way during the course of his visit. We hereby confirm that we will cover all expenses associated with the stay of Ivanov Ivan in Spain.

Thank you for your kind assistance in this matter. Please feel free to contact our company with any questions.

Sincerely,

Helena Goytia Senior HR Provisy.ru Ltd

