

## ШАБЛОН СОПРОВОДИТЕЛЬНОГО ПИСЬМА ОТ РАБОТОДАТЕЛЯ

Письмо должно быть распечатано на бланке компании-работодателя

Название компании-работодателя

Адрес организации

Контактные данные (телефон, факс, электронный адрес)

ИНН, ОГРН (желательно)

<u>Дата – Месяц – Год</u>
To the Embassy of <u>Страна назначения</u>
Consular department
Visa section

## **Guarantee Letter.**

Dear Sir/Madam,

By this letter we would like to confirm that our full-time permanent employee, <u>Ваше имя как в заграничном</u> <u>nacnopme</u> is scheduled to visit the office of <u>Название приглашающей компании</u> in <u>Страна назначения</u>.

<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>

The purpose of the trip is a participation in <u>Укажите цель поездки: деловая встреча - business meeting</u> /тренинг - training / конференция — conference organized by <u>Название приглашающей компании</u> starting from <u>Дата начала поездки</u> to <u>Дата окончания поездки</u>. Additional business trips can be required.

Более подробное описание цели поездки (рекомендуется).

We would like to confirm that all expenses, related to <u>Ваше имя как в заграничном nacnopme</u> trip to <u>Страна назначения</u>, including tickets, accommodation, travel insurance will be covered by our company.

We respectfully ask you to grant <u>Ваше имя как в заграничном паспорте</u> the appropriate business visa. If possible, please issue a multiple visa starting from <u>Дата начала поездки</u> to <u>Желаемая дата окончания срока действия визы</u>.

Should you require any farther information in order to make your decision or process our request please do not hesitate to contact our office.

The contact details are as follows: <u>Контактное лицо от компании-работодателя, телефон и e-mail (на случай, если у посольства возникнут вопросы по поездке).</u>

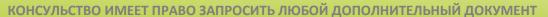
We are looking forward to receive your positive decision.

Very respectfully,

<u>Печать, подпись</u>

<u>Фамилия Имя сотрудника отдела кадров или иного лица с правом подписи</u>

Должность сотрудника







## LLC «Provisv.ru»

Address: Russian Federation, 123456, Moscow, Pereulok str. 1, office 1 Tel. +7495 111-11-11, Fax +7495 111-11-12, E-mail info@provisy.ru TIN 0000000, MSRN 0000000

01-September-2017 To the Embassy of Belgium Consular department Visa section

## Guarantee Letter.

Dear Sir/Madam,

By this letter we would like to confirm that our full-time permanent employee, Ivanov Ivan is scheduled to visit the office of "Provisy.ru Ltd" in Belgium.

Ivanov Ivan - Passport details: Nationality: Russian Federation Date of Birth: 01/01/1981 Passport Number: 71 111111

The purpose of the trip is a participation in trainings organized by "Provisy.ru Ltd" (Belgium) starting from 01-November-2017 to 15-November-2017. Additional business trips can be required.

Trainings are organized especially for our employees, in order to learn about solution technologies, sales development opportunities, and support resources. These trainings are very important for our company, as they help us to prepare high-qualified employees, who will be able to maintain a high level of services provided to our customers.

We would like to confirm that all expenses, related to Ivanov Ivan trip to Belgium, including tickets, accommodation, travel insurance will be covered by our company.

We respectfully ask you to grant Ivanov Ivan the appropriate business visa. If possible, please issue a multiple visa starting from 01-November-2017 till 01- November-2018

Should you require any farther information in order to make your decision or process our request please do not hesitate to contact our office.

The contact details are as follows: Peter Petrov – Manager of Ivanov Ivan, tel. +7495 111-11-11, e-mail: petrov@provisy.ru

We are looking forward to receive your positive decision.

PROVISY.R

Very respectfully,

Sidorova Svetlana

Authorized signatory

