

Your Company

Name Ltd

Consular Department

The Embassy of the Republic of Azerbaijan

To the United Kingdom of Great Britain and Northern Ireland

7 July 2011

The technology consulting company *Your Company Name Ltd*, registration number with the Ministry of Justice is 123, being a subcontractor of *A Big Company Ltd*, hereby ask you to issue a visa for *Full Name Here* for business purposes. *Full Name Here* is an employee of the *Your Company Name Ltd*. It is intended that there will be multiple trips / travel dates between 28th July 2011 and 30th September 2011.

Passport details are as the following:

Name: *Full Name Here*
Date of Birth: dd mm yyyy
Citizenship: British
Passport Number: 012345678
Issued on: 06 August 2007
Expires on: 06 August 2017

This letter is intended to facilitate a multiple entry visa into the Azerbaijan Republic for 12 months.

Sincerely,

Member of staff name

Member of staff name

Office Administrator

Your Company Name Ltd, Baku



Your Company Name Ltd
Full Address, Baku, Azerbaijan
Tel: +994 12 490 1234
Fax: +994 12 490 4321