

<COMPANY LETTERHEAD>

The Bangladesh High Commission
28 Queens Gate
London
SW7 5JA

<DATE>

Dear Sir/Madam

This letter is to confirm that <NAME OF INVITING COMPANY> will sponsor <NAME OF TRAVELLER> for a <MULTIPLE OR SINGLE > entry business visa.

<NAME OF TRAVELLER> has been employed by <NAME OF UK COMPANY> since <DATE>.
<HIS/HER> contact number is <TRAVELLER TEL NO> and passport number is <PASSPORT NUMBER>.

<NAME OF TRAVELLER> is planning on visiting <NAME OF BANGLADESH COMPANY> for business discussions starting on the <DATE>.

Please feel free to contact me on <UK COMPANY TEL NO> if you have any questions.

I thank you for your assistance in this matter.

Yours faithfully,

<NAME AND JOB TITLE – must be managerial job title>