

<COMPANY LETTERHEAD>

Embassy of the Democratic Republic of The Congo  
45 Great Portland Street  
London  
W1W 7LD

<DATE>

Dear Sir/Madam

This letter is to confirm <NAME OF TRAVELLER> will be travelling to The Congo and will require a <MULTIPLE OR SINGLE > entry visa.

<NAME OF TRAVELLER> has been employed by <NAME OF UK COMPANY> as a <JOB TITLE> since <DATE>. <HIS/HER> contact number is <TRAVELLER TEL NO>.

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

<UK COMPANY> accepts financial responsibility for <NAME OF TRAVELLER>

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>