

<COMPANY LETTERHEAD>

Embassy of the Republic of Indonesia
30 Great Peter St
London
SW1P 2BU

<DATE>

Dear Sir/Madam

This letter is to confirm that <NAME OF TRAVELLER> will be visiting <NAME OF INDONESIAN COMPANY> for business meetings and will require a <MULTI OR SINGLE ENTRY VISA>

<NAME OF TRAVELLER> is planning on visiting <NAME OF INDONESIAN COMPANY> between the <ENTRY DATE> and the <RETURN DATE>

Please feel free to contact me on <INDONESIAN COMPANY TEL NO AND FULL ADDRESS> if you have any questions.

Thank you for your assistance in granting a visa for <NAME OF TRAVELLER>.

Yours faithfully,

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