

<COMPANY LETTERHEAD>

Zambian Embassy  
2 Palace Gate  
London  
W8 5NG

<DATE>

Dear Sir/Madam

This letter is to confirm that <NAME OF TRAVELLER> will be visiting <NAME OF ZAMBIAN COMPANY> for business meetings and will require a <MULTI OR SINGLE > entry visa.

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

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

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

Yours faithfully,

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