

<LETTER HEADED PAPER>

Zambian High Commission  
2 Palace Gate  
London  
W8 5NG

<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> as a <JOB TITLE> since <DATE>. <HIS/HER> contact number is <TRAVELLER TEL NO>.

<NAME OF TRAVELLER> is planning on visiting <NAME OF ZAMBIAN COMPANY> for business discussions starting on the <DATE> and returning to work on the <DATE>.

<NAME OF UK COMPANY> will provide full financial support for <NAME OF TRAVELLER>.

Please feel free to contact me on <UK COMPANY TEL NO AND FULL ADDRESS> 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>