

Sample Business Letter of Financial Responsibility

(PRINT YOUR BUSINESS LETTER ON YOUR COMPANY LETTERHEAD)

DATE:

Embassy of **(Name of the Country)**
Visa Section

Dear Visa Officer

(Your company name) is pleased to introduce **(Applicant's full name & title)** who is traveling to your country on **(approx. dates of travel)** for the purpose of **(business discussions, or negotiations etc.)**

While visiting (name of the country), **(applicant's name)** will meet with representatives of:

(Name of the host company)

(Address of the host company)

(Phone number of the host company)

(Your company) hereby guarantees the financial expenses of the applicant while **(he/she)** is visiting your country and **(his/her)** return transportation to the USA. We appreciate your attention to this matter.

Sincerely,

(Signatory should be a Company manager, other than the applicant)