

EXAMPLE OF A “COMPANY LETTER OF GUARANTEE

PLEASE FOLLOW THIS FORMAT ON AN ORIGINAL COMPANY LETTER HEAD

DATE: _____

CONSULATE DIRECTOR OF: (Name of visiting country)

Mr. /Mrs. (Name of Traveler) (Passport Number) is one of our employees who is engaged as a (Position) for (Company Name)

Mr. / Mrs. (Name of Traveler) plans to visit (City, Country) for the purpose of

(Be specific and in details) with (Company to Visit). He/She will be meeting with

(Name of a Person) .Mr. /Mrs. will be departing the United States on (Date of departure)

and will return to the United States on (Return Date).

(Company Name) will guarantee Mr. /Mrs. (Name of Traveler) Maintenance and will be

Responsible for his/ her welfare while in your country. Mr. /Mrs. (Name of Traveler) is in

Possession of sufficient funds for His/her stays in your country and he /she has a return

airline ticket to the USA. Mr. /Mrs. (Name of Traveler) _ will not be performing any

Technical jobs or duties while He/she is visiting your Country and he or she will maintain

his/ her residency in the USA.

Truly Yours

(Supervisors Signature)