

Sample Business Letter of Financial Responsibility

(WRITTEN ON YOUR COMPANY LETTERHEAD)

Embassy of (*the country's name*)
Visa Section
Washington, D.C.

(*Your company*) 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 (*the country's name*) a, (*applicant's name*) will meet with representatives of (*name and address of host company in*).

(*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 the issue of the visa without delay.

Sincerely,

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