

Sample Business Letter of Financial Responsibility

(WRITTEN ON YOUR COMPANY LETTERHEAD)

Embassy of (country name)
Visa Section
Washington, DC

(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 (country name), *(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)