

To the Consulate General of in Istanbul
Visa Department

Date:

To Whom It May Concern:

Dear Sir or Madam,

This letter is to introduce Mr. who holds the position of member of the company with Corporation. Mr. is scheduled to travel to for touristic purposes, between the dates .././2015 and .././2015.

..... company guarantees all the expenses of this trip and the hospital benefit insurance.

Your assistance in granting the necessary 1 year multiple entry visa is greatly appreciated.

Sincerely,