

Voorbeeld Garantiebrief

Afgedrukt op bedrijfspapier

[Adres ambassade]

[Datum vandaag]

Dear Visa Officer,

This letter is to confirm that the our employee is required to travel to [Land] for business discussions:

Full name: [Volledige naam zoals in uw paspoort] Nationality: [Nationaliteit]

Date of Birth: [Geboortedatum]

Passport number: [Paspoortnummer]

Passport Issue date: [Uitgiftedatum paspoort] Passport Expiry date: [Vervaldatum paspoort]

Job Title: [Functie]

Salary: [bedrag]

Date of employment: [Datum indiensttreding]

Organisation to be visited: [Naam van het te bezoeken bedrijf]

Organisation address: [Adres van het te bezoeken bedrijf]

Validity requested: [benodigde lengte van het visum]

Number of entries requested: [Aantal benodigde entries: single/double/multiple] Entry date: [Aankomstdatum]

Exit date: [Vertrekdatum]

Please grant the relevant visa for [Naam reiziger] to travel. We confirm that he/she will be in the possession of a valid return ticket, he/she is covered by our company insurance policy, and all expenses for his/her journey will be met by [naam bedrijf].

Should you wish to discuss this application further, please do not hesitate to contact me.

Yours faithfully,

[Handtekening]