

> SAMPLE LETTER OF INTENT

To the Consulate of (country name)

Dear Sir(s) or Madam(s),

I am requesting a (single | double | multiple) entry (travel/business) visa for (name of applicant), (title of applicant) at (company name/employer's name).

(Name of applicant) will be traveling to (country name) for (number) days commencing on (day of week), (month) (day of the month), (year) and will be (purpose of trip). In (country), (name of applicant) will be meeting with (contact name) [to represent (applicant's company's name)]** to discuss (topic explained in detail).

[If you are funding visitor's expenses during their trip:]

[While in (country name), (visitor's name) will be funded by (self/parents/sponsor). I confirm that I receive (wage/salary). Included is the evidence of this. I will be supporting (visitor's name) during their stay.]**

[If you are providing visitor's accommodation during their trip:]

[I confirm and prove with the enclosed evidence that (visitor's name) will be staying with me at:

(Address and include contract and/or letter from your landlord)] **

[If your visitor's will stay at a hotel/like during their trip:]

[Evidence is provided with this booking that (name of applicant) will be staying at (hotel). The address is:

(Address)]**

Thank you very much for your consideration,

(signature)

**if applicable