

To the Consulate General of in Istanbul
Visa Department

.././2015

To Whom It May Concern:

Dear Sir or Madam,

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

During his/her visit to, he/she will be attending business meetings at

While inhe/she will not exceed the legally authorized stay per visit and has
no intention to immigrate to

..... company guarantees all the expenses of this trip.

Your assistance in granting the necessary visa is greatly appreciated.

Sincerely,