

## Sample Business Letter of Financial Responsibility

(WRITTEN ON YOUR COMPANY LETTERHEAD)

Embassy of (Country)  
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 Host Country, **(applicant's name)** will meet with representatives of **(name and address of host company in the country you are visiting)**.

**(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)**