**Guarantee Letter**

Consular Section of the Embassy of the People’s Republic of Bangladesh

Stadhouderslaan 7

2517 HV Den Haag

(enter date)

Dear Visa Officer,

This letter is to confirm that the following employee is required to travel to Bangladesh for (reason of visit) :

|  |  |
| --- | --- |
| Full name:  | (enter name as in passport)  |
| Nationality:  | (enter nationality)  |
| Date of Birth:  | (enter date of birth)  |
| Passport number:  | (enter passport number)  |
| Passport Issue Date | (enter passport issue date)  |
| Passport Expiry Date: | (enter passport expiry date)  |
| Job Title:  | (enter position in company)  |
| Date of employment:  | (enter start date of your employment)  |
| Organisation to be visited:  | (enter inviting company name and address)  |
| Validity requested:  | (enter length of visa required)  |

Number of entries requested: (single/double/multiple)

Entry date: (enter entry date)

Exit date: (enter exit date)

Please grant the relevant visa for (enter applicant’s name) to travel. We confirm that (he/she) will be in receipt of a return ticket, (he/she) is covered by our company insurance policy, and all expenses for (his/her) journey will be met by (enter company name). Should you wish to discuss this application further, please do not hesitate to contact me.

Yours faithfully,

(Signature)

(Signee’s name and job title)