**Guarantee Letter**

Consular Section of the Embassy of Nigeria

Wagenaarweg 5

2597 LL Den Haag

(enter date)

Dear Visa Officer,

This is to certify the proper behavior of (name applicant), employed by our company as (Job Title), who is required to travel to Nigeria as a (purpose of trip) on location in (city in Nigeria).

(Name company) provides (description of company’s business in Netherlands and connection with company in Nigeria).

|  |  |
| --- | --- |
| 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 employment with employer) |
| Organisation to be visited: | (enter inviting company name and address in Nigeria) |
| 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)