

EXAMPLE COMPANY LETTER OF SUPPORT – TO BE PRINTED ON COMPANY LETTERHEAD

November 2, 2013

Embassy of Zambia
Consular Section
Washington, DC

Dear Sir,

This letter is submitted to support the visa application of John Jones, Marketing Director, South Africa, for (Company Name).

Mr. Jones will be traveling to Zambia on March 9, 2014 and expects to be in the country for approximately 2 days. The purpose of this trip is to (state purpose of trip).

(Company Name) guarantees Mr. Jones morally and financially during his stay in your country.

(Company Name) also certifies that Mr. Jones is in possession of airline tickets and adequate funds to complete his tour and return to the United States.

Sincerely,

Someone other than the applicant