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[Date]
Consulate of []
Visa Section

Dear Sir/Madam,

[Company name] is pleased to introduce [Name], [Title], who is travelling to your country on [dates of travel] for the exact purpose of [state purpose].

While visiting, [name] will meet with [who participant will be meeting with].

[Company name] hereby guarantees the financial expenses of the applicant while s/he is visiting your country and his/her return transportation to the USA. We appreciate the issue of the visa without delay.

Sincerely,

High level Company Official
Business Address
Email and Phone