

# COMPANY LETTERHEAD

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**Consulate General of SPAIN**  
Karanfil Araligi Street No: 16  
34330 1.Levent, ISTANBUL

## To the Visa Section

Dear Madam / Sir,

We would much appreciate if you could kindly grant the necessary long term multiple visa to our permanent and full-time employee, who will visit your country for BUSINESS purposes on mentioned dates has given below.

Our company will be covering all expenses incurred during those trips to the SCHENGEN COUNTRIES and we hereby confirm and guarantee that the applicant will not overstay in your country or another Schengen State beyond the validity of the visa issued by you.

**Yours faithfully,**

..... (Name Surname)

HR Manager

..... (Signature)

.....(Company stamp)

## **Personal Information**

Name Surname : .....

Id. No / Passport No : .....

Contact Number : .....

## **Business Information**

Position in the company : .....

Date of Employment : .....

Monthly Salary Amount : .....

## **Travel Information**

Travel dates for visit : ...../...../..... - ...../...../.....

Purpose of the Trip : .....

Companies/Fairs to be visited : .....