

COMPANY LETTERHEAD

...../...../.....

Consulate General of ITALY
Tom Tom Kaptan Street No: 5
34433 Beyoglu, 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 on mentioned dates has given below, for TOURISTIC purposes on his/her annual vacation.

All expenses incurred during those trips to the SCHENGEN COUNTRIES will be paid by himself/herself. 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

Annual leave dates :/...../..... -/...../.....

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

Starting date for work :/...../.....

Purpose of the Trip :

Cities to be visited :