

# COMPANY LETTERHEAD

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**Consulate General of the  
Republic of POLAND**

Giz 2000 Plaza, Ayazaga Koyu Yolu No:7/5  
34398 Maslak, ISTANBUL

**To the Visa Section**

Dear Madam / Sir,

We would much appreciate if you could kindly grant the necessary long term multiple visa to partner/owner of our company, 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 : .....