

## MUST BE ON HOME EMPLOYER OFFICIAL HEADED PAPER

[Name of Embassy]  
[Address of Embassy]

[Date]

Name: [INSERT] | Nationality: [INSERT] | DOB: [INSERT]

Passport No: [INSERT] | Passport Issue Date: [INSERT] | Passport Expiry Date: [INSERT]

Dear Sir/Madam,

Please find enclosed all supporting documentation for [Mr/Mrs/Miss FULL NAME]'s [LENGTH, NUMBER OF ENTRIES e.g. 3 months, single entry] Austrian business visa application.

We confirm that [Mr/Mrs/Miss SURNAME] has been employed by [HOME EMPLOYER NAME] since [START DATE], as a [JOB TITLE] in our [DEPARTMENT] team. [He/she] currently earns a salary of [INSERT] per annum.

[SHORT PARAGRAPH / STATEMENT ON HOME EMPLOYER'S BUSINESS OPERATIONS / SERVICES / COMPANY PROFILE]

[Mr/Mrs/Miss SURNAME] will shortly be making a business trip to Austria from [ENTRY DATE] to [EXIT DATE], where [he/she] will be carrying out business meetings and discussions [PLEASE AMEND ACTIVITIES AS REQUIRED]. He will be meeting with [NAME OF HOST CONTACT] at [HOST COMPANY NAME, ADDRESS AND CONTACT NUMBER].

Please grant the relevant visa for [Mr/Mrs/Miss SURNAME] to travel to Austria.

We confirm that [he/she] will be in receipt of a return ticket, [he/she] is covered by our company insurance policy and [HOME EMPLOYER NAME] takes full financial responsibility for the applicant, including all expenses for the trip.

Should you wish to discuss this application further please do not hesitate to contact me.

Yours faithfully,

[Signature]  
[Signee's name, job title, email address and contact number]

