

Sponsorship Letter for Schengen Visa

(Company Letterhead)

Date

Immigration Officer Name

Embassy name

Address

Contact Details

Subject----

To whom it may concern,

I (name of the person), associated with ----- (organization name), located at ----- (address), certifies that ----- (name of the applicant) with passport number ----- is an employee of the company.

This letter is to inform you that the trip is ----- (official/unofficial) and the purpose of this trip is ----- (mention the reason) and will be on the tour from ----- to ----- (Date).

The location of the official meeting is ----- and the complete tour of ----- (him/her) is planned by the company and will be booked in advance.

We are also sending you the required documents to complete the process of verification for the visa application. You can contact us anytime, in case you have any doubt.

Yours Sincerely,

Your Name