

[Sample Logo, XYZ Corporation]

XYZ Corporation  
Garden City  
Cairo Egypt

October 21, 2009

Chief of the Nonimmigrant Visa Section  
U.S. Embassy – Cairo

Dear Sir/Madame:

This is to advise that [Name & Occupation of Applicant] is an employee of [XYC Corporation] in Egypt, which is a member of the Business Visa Program.

Kindly note that [XYC Corporation] has requested that [Name of Applicant] travel for business reasons to the U.S. for the following reason: [Reasons for travel can include training, business meetings, conferences, trade shows, etc.]. [Name of Applicant] will be traveling to the U.S. [unaccompanied/ with name of family members, if necessary].

[Name of Applicant] is employed at [XYZ Corporation] as [Job Title]. [Name of Applicant] earns [Salary, in Egyptian Pounds] each month and has been employed at [XYZ Corporation] since [Start Date of Employee].

We appreciate your assistance in facilitating the processing of the visa for [Name of Applicant].

Thanks in advance for your cooperation.

Sincerely,

[signature]

John B. Smith  
Human Resources Manager  
XYZ Corporation