

Version: September 2006

[COMPANY LETTERHEAD]

[DATE]

Embassy of the United States of America
Consular Section
Attention: Business Visa Program
Jl. Medan Merdeka Selatan 5
Jakarta 10110

Subject: Registration in Business Visa Program for [COMPANY NAME]

The purpose of this letter is to register [COMPANY NAME] in U.S. Embassy Jakarta's Business Visa Program (BVP). Our company frequently sends employees for business travel to the United States for [REASON (training/meetings/etc)]. Below are the contact names and addresses of our corporate officers at training facilities and office locations in the United States to which our employees most often travel.

[INSERT FREQUENTLY VISITED U.S. TRAINING CENTER AND/OR BRANCH OFFICE ADDRESSES HERE, WITH U.S. CONTACT PERSON, U.S. PHONE NUMBER, AND EMAIL ADDRESS]

While some of our employees' business travel to the United States will of necessity be to other destinations in the USA, the above addresses represent the most common destinations.

All future requests for business visas from [COMPANY NAME] will be signed by either (NAME 1, Position/Title) or by (NAME 2, Position/Title), whose signatures are below. For any general visa questions, we are also providing the name and contact information for our company's Business Visa Program contact. We understand that improper use of the Business Visa Program will result in the immediate revocation of our ability to participate in the program.

Sincerely,

SIGNATURE
NAME 1
Title:
Tel:
Email:

SIGNATURE
NAME 2
Title:
Tel:
Email:

[COMPANY NAME] Business Visa Program Contact (in Indonesia):
Name:
Tel:
Email:

[COMPANY NAME] corporate website [<http://www.....>].