

MUST BE ON INVITING COMPANY OFFICIAL HEADED PAPER

[Name of Embassy]
[Address of Embassy]

[Date]

Dear Sir/Madam,

We are pleased to invite [Mr/Mrs/Miss FULL NAME] to visit [INVITING COMPANY NAME] for [LENGTH OF STAY e.g. 3 days, 2 weeks etc], between the dates of [ENTRY DATE] to [EXIT DATE].

During [his/her] visit to Austria, [Mr/Mrs/Miss SURNAME] will be meeting with [INVITING COMPANY CONTACT PERSON] for business meetings and discussions [PLEASE AMEND ACTIVITIES AS REQUIRED].

[Mr/Mrs/Miss SURNAME] is currently employed by [HOME EMPLOYER NAME] as a [JOB TITLE].

[PROVIDE ADDITIONAL INFORMATION REGARDING RELATIONSHIP WITH APPLICANT OR HOME COMPANY / INVITING COMPANY e.g. intracompany meetings, project information, client/customer relationship, attending a conference etc]

Name: [INSERT]

Date of birth: [INSERT]

Nationality: [INSERT]

Passport number: [INSERT]

Passport issue date: [INSERT]

Passport expiry date: [INSERT]

Type of visa required: [INSERT e.g. single, double or multiple entry]

Requested visa validity: [INSERT e.g. 3 months, 6 months, 1 year etc]

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 all expenses for [his/her] journey will be met by [COMPANY NAME].

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]

