

NOTES ON COMPLETING THE COMPANY SUPPORT LETTER

IMPORTANT! Please follow the instructions and base your letter on the template provided below as alternative wording may cause the application to be rejected by the Consulate.

1. The template should be completed and printed on company headed paper and signed by your supervisor or the company's HR department.
2. The HEADED PAPER should be addressed to the High Commission.
3. YOUR COMPANY ADDRESS – please type your company address (if it is not on the headed paper).
4. DATE – preferably should match the date on the visa application form.
5. NAME – the name of the person applying for the visa, please make sure that this matches the name as shown in the passport and is not an abbreviation or nickname.
6. POSITION – this is the job title of the person applying for the visa. Please note that “un-employed”, “student”, “retired”, “home-maker” and so on are unacceptable for this type of visa and you should either provide an alternative or, consider applying for a tourist visa.
7. COMPANY – the name of the company shown on the headed paper.
8. CITIES – the list of cities to be visited as shown on the application form.
9. ENTRY DATE – please indicate your first anticipated entry date.
10. INVITING ORGANISATION – this is a name of the company who provided you with a letter of invitation (usually it is mentioned on the invitation itself).

Should you have any questions, please do not hesitate to contact us directly and we will be happy to help.

HEADED PAPER (INC. YOUR COMPANY ADDRESS)

Embassy of Mongolia
Consular Section
7 Kensington Court
London
W8 5DL
DATE

Dear Sir/Madam

NAME, who is a POSITION at COMPANY is applying for a visa in order to undertake business activities for our company in CITIES. *His/her* first planned trip is on ENTRY DATE.

The inviting organisation is NAME. The contact there is NAME, telephone number NUMBER. Address: ADDRESS.

[if applicable] Due to the fact that NAME is conducting ongoing business and will therefore require to travel *twice/three/four times etc.* to this region *s/he* will require a *double/multiple* entry visa for this purpose.

I can confirm that COMPANY will provide sufficient finance for the trips and *s/he* will be in possession of sufficient cash, traveller's cheques and credit cards to fund *his/her* stay.

[if applicable] NAME is covered by our company travel insurance policy with INSURANCE COMPANY NAME which is valid for worldwide travel; it is an on-going policy which is renewed annually.

I would be grateful if you could process this application accordingly.

Yours faithfully

NAME
POSITION