

KOP SURAT PERUSAHAAN / TOKO

(Tempat), _____, 20__

Head of Consulate **Visa Section**
THE EMBASSY OF (negara yang dituju)

JAKARTA INDONESIA

Dear Sir/Madam,

With this letter, I would like to inform you that I am the undersigned,

Name : (yang membuat surat)
Position :

Certify that,

Name : (yang mengajukan visa)
Position :
Start Date :
Passport No. :
Monthly Salary :

He/She are planning to (tujuan perjalanan) to (negara yang akan dikunjungi), on (tanggal keberangkatan dan kepulangan).

This letter guarantees that they will not seek any employment or permanent stay in your country and will return to Indonesia soon after **His/Her** trip is completed. All the expenses during the aforementioned trip are fully covered by **His/Her** personal account.

We kindly request that you grant them the necessary entry. Your assistance is highly appreciated.

Sincerely yours,

DI STEMPEL DAN DITANDA TANGAN

Nama yang menandatangani surat
Posisinya