



ALL TRAVELERS must include the following documents in your package to G3:

- Your original valid signed passport. It must have at least two blank pages marked "Visas" side by side and more than six months before expiry.
- Non-US citizens must also submit a copy of their Permanent Resident Card or U.S. Visa and I-94. Travelers who entered the US after April 26, 2013 should print the electronic I-94 form from <https://i94.cbp.dhs.gov/>.
- One visa application form (attached), completed and signed with a pen-to-paper signature in blue or black ink; make sure the signature matches the signature in the passport.
- One passport-style (2"x2") photograph taken within the last 6 months (must be on photo paper and have a plain white background).
- Copy of your state-issued driver's license.
- Copy of flight itinerary showing applicant's name.
- Copy of hotel reservations or other proof of accommodations.
- Copy of a recent bank statement. Account numbers may be blacked out for privacy; do not obscure other information.

BUSINESS and FLIGHT CREW TRAVELERS must also include:

- A letter from their US company explaining the purpose of their trip and providing a financial guarantee. The letter must be on company letterhead and must bear the original pen-to-paper signature of a company representative other than the applicant. Please see the attached sample letter.
- A letter of invitation from the company to be visited in Turkey. The letter must be on company letterhead and signed by a representative of the company, and should include the applicant's name and the name, address, and telephone number for a contact person at the overseas company. Faxed or scanned copies are accepted. Please see the attached sample letter.

STUDENT VISA APPLICANTS must also include:

- An official acceptance letter from the Turkish university, school, or a language course certified by the Turkish Ministry of Education.

MONTAJ/AMS (Assembly, Maintenance, Service) VISA APPLICANTS must also include:

- One AMS visa application form (attached), completed and signed with a pen-to-paper signature in blue or black ink; make sure the signature matches the signature in the passport.
- A copy of the employment contract or agreement from the host company in Turkey.

*There is No Substitute for Experience.*

**G3's Standard of Service**

- All visa and passport requests are processed by knowledgeable, experienced associates.
- All calls are answered by a well-informed associate, not a call center or voice mail system.
- All Personally Identifiable Information is protected with safeguards that exceed State Department standards.
- All requests receive email confirmation acknowledging receipt by a G3 associate.
- All application documents will be thoroughly reviewed prior to submission.
- All requests receive email confirmation of the completion and FedEx tracking information.
- All passports are returned via the FedEx service of your choice.

Need additional assistance? Select Concierge Service.

Visa Requirements



*There is No Substitute for Experience.*

**Concierge Service**  \$175.00 *Extra*

**G3's Concierge Service includes the following benefits:**

**Document Review:** Email [ConciergeDesk@g3visas.com](mailto:ConciergeDesk@g3visas.com) for a rapid response and thorough review of your documents before you send them to one of our Operations Centers.

**Application Creation:** Our experts will readily create your visa or passport application ensuring it meets the requirements of the consulate or agency, saving you valuable preparation time. Your application will be emailed to you in PDF format to print and sign with a pen-to-paper signature.

**Accelerated Processing:** G3 will generate a FedEx air bill for you to efficiently send your documents to our office. Your request will be given precedence for immediate processing by our most experienced associates.

**Expert Advice:** Call our dedicated Concierge Service phone number: 202.600.4257, or email [ConciergeDesk@g3visas.com](mailto:ConciergeDesk@g3visas.com) for a quick response from the experts.

**Real-Time Status Updates:** Your G3 associate will personally contact you to confirm receipt of your documents and provide a timeline of completion. If you require more than one visa or passport service, your associate will advise you at each stage of completion ensuring we meet your travel dates. Upon completion of your request, your associate will contact you to confirm your return delivery information.

**Upgraded Delivery Service:** Your G3 associate will provide a complimentary return delivery upgrade when your request is complete using Federal Express Priority Overnight service (delivery next business day by 10am), and will track your package and follow up with you to confirm you have received it.

**Emergency Support:** You will have access to our Emergency Concierge Services and Lost Passport Support if you ever need it.

**VISA NOTES**

- Turkey e-Visas (electronic visas) are available for tourist, business or flight crew visits to Turkey to citizens of the following nations: USA, Canada, United Kingdom, Antigua & Barbuda, Armenia, Australia, Austria, Bahamas, Bahrain, Barbados, Belarus, Belgium, Croatia, Dominica, Dominican Republic, Greek Cyprus, Grenada, Haiti, Hong Kong, Hungary, Indonesia, Ireland, Jamaica, Kuwait, Maldives, Malta, Mauritius, Netherlands, Norway, Oman, Poland, Portugal, Qatar, St. Vincent, St. Lucia, Saudi Arabia, Slovakia, South Africa, Spain, and United Arab Emirates.
- Turkey e-Visas are also available to citizens of the following nations, who will need to carry extra documentation: China, India, Mexico, Afghanistan, Algeria, Angola, Bangladesh, Benin, Botswana, Burkina Faso, Burundi, Cameroon, Cape Verde, Central African Republic, Chad, Comoros, Congo Republic, Cote d'Ivoire, Democratic Republic of Congo, Djibouti, Egypt, Equatorial Guinea, Eritrea, Ethiopia, Gabon, Gambia, Ghana, Guinea-Bissau, Iraq, Kenya, Lesotho, Liberia, Madagascar, Malawi, Mali, Mauritania, Mozambique, Namibia, Niger, Nigeria, Pakistan, Rwanda, Sao Tome & Principe, Senegal, Sierra Leone, Somalia, Sudan, Swaziland, Taiwan, Tanzania, Togo, Uganda, Yemen, Zambia, and Zimbabwe.
- If you are a citizen of any of the nations listed above and you will stay no longer than 90 days in Turkey, please contact [ETA@g3visas.com](mailto:ETA@g3visas.com) for instructions.

**PROCESSING NOTES**

- Send all required documents and the completed Visa Order Form to G3 using a service with tracking such as FedEx or UPS.
- Due to submissions deadlines set by consulates and agencies, documents received by G3 after 8:30 am are hand-carried to the appropriate processing facility the next business day. 8:30 am delivery via FedEx or UPS with no signature required is recommended for requests requiring Mission Critical service. Mission Critical processing may not be available to travelers of some nationalities.
- Requests to expedite visa processing after the application has been submitted to the consulate will result in significant additional charges.
- Consular Fees include a \$5 Money Order fee.
- Credit card payments are subject to a 5% credit card convenience fee unless the physical card is presented in person.
- The issuance of visas, including visa duration and number of entries, is at the discretion of the Consulate. G3 acts on the behalf of the client, and takes no responsibility for the services rendered by Travel Agents, Government Agencies, Consulates or Embassies in connection with issuance of visas and passports. G3 takes no responsibility for delays or loss of passports as may occur through above services or by any delivery service. Damage compensation is not available.
- By submitting this form, I agree to G3 Global Services' Terms of Use, Privacy, Cancellation, Payment, and Shipping Policies. For more information follow this link: [www.g3visas.com/Policies.html](http://www.g3visas.com/Policies.html).



Send to: G3 Global Services  
 Attn: Visa Department  
 60 East 42nd Street, 4th Floor, Suite 457  
 New York, NY 10165  
 888.448.4727 | NYC@g3visas.com

**NEW YORK  
 TURKEY**

*There is No Substitute for Experience.*

**Concierge Service**  \$175.00 *Extra*

**Consular Fees for Visa Processing**

Visa Type	Mission Critical 6 Business Days	Priority 8 Business Days	Expedited 10 Business Days
Single Entry	<input type="checkbox"/> \$65.00	<input type="checkbox"/> \$65.00	<input type="checkbox"/> \$65.00
Multiple Entry Valid Up to 12 Months	<input type="checkbox"/> \$205.00	<input type="checkbox"/> \$205.00	<input type="checkbox"/> \$205.00

**G3 Service Fees**

Tourist	<input type="checkbox"/> \$140.00	<input type="checkbox"/> \$100.00	<input type="checkbox"/> \$70.00
Business	<input type="checkbox"/> \$170.00	<input type="checkbox"/> \$135.00	<input type="checkbox"/> \$80.00
Flight Crew	<input type="checkbox"/> \$170.00	<input type="checkbox"/> \$135.00	<input type="checkbox"/> \$80.00
Student	<input type="checkbox"/> \$170.00	<input type="checkbox"/> \$135.00	<input type="checkbox"/> \$80.00
Montaj/AMS	<input type="checkbox"/> \$170.00	<input type="checkbox"/> \$135.00	<input type="checkbox"/> \$80.00

*Montaj/AMS visas are issued only after approval has been issued by the Turkish Ministry of Labor and Social Security, which typically takes 6-8 weeks to process. Visa processing times listed above are in addition to permit approval time.*

**Return Delivery Fees**

<input type="checkbox"/> FedEx Express Saver 3 Business Day Delivery	\$19.00	<input type="checkbox"/> FedEx First Overnight* Delivery Next Business Day by 8:30AM	\$84.00
<input type="checkbox"/> FedEx Standard Overnight Delivery Next Business Day by 3PM	\$29.00	<input type="checkbox"/> FedEx Saturday Delivery* Delivery by 3PM	\$44.00
<input type="checkbox"/> Same Day Delivery* Delivery by FedEx or Commercial Airline	Please Call	<input type="checkbox"/> FedEx International Delivery* including Puerto Rico Delivery Times Vary by Location	Please Call
<input type="checkbox"/> FedEx or UPS Account Number Provided <input type="text"/>	\$5.00	<input type="checkbox"/> FedEx or UPS Return Airbill Included <input type="text"/>	No Charge

*\*These services may not be available for all delivery locations.*

**Send Completed Order Form and All Required Documents To:**

**G3 Global Services, Attn: Visa Department**, 60 E. 42nd Street, 4th Floor, Suite 457, New York, NY 10165

212.433.1356 Phone | 888.448.4727 Toll Free | 646.666.7670 Fax | NYC@g3visas.com

[www.g3visas.com](http://www.g3visas.com)

Applicable Fees



Send to: G3 Global Services  
 Attn: Visa Department  
 60 East 42nd Street, 4th Floor, Suite 457  
 New York, NY 10165  
 888.448.4727 | NYC@g3visas.com

**NEW YORK  
 TURKEY**

Your invoice will be sent to your contact email.  Check here if you require a hard copy included with your return delivery.

**Payment Information**

Payment Via Check #:  *Check payable to G3 Global Services*

Payment Via Credit Card:

Visa/MasterCard:  -  -  -

Exp. Date: \_\_\_ / \_\_\_ Security Code:

OR

American Express:  -  -

Exp. Date: \_\_\_ / \_\_\_ Security Code:

Name as it appears on the card:

Billing Address:

City:  State  Zip:

Signature: \_\_\_\_\_

Payment Via Approved Billing Terms

G3 Customer Number, Billing, P.O., Project or Reference Code#:

Concierge Service Requested

*Because you deserve it.*

[ConciergeDesk@g3visas.com](mailto:ConciergeDesk@g3visas.com)

**Total Fees from Applicable Fees Page**

*Please include Applicable Fees page with your request.*

FEE	# Travelers	TOTAL
Concierge Fee	<input type="text"/> X <input type="text"/>	= <input type="text"/>
Consular Fee	<input type="text"/> X <input type="text"/>	= <input type="text"/>
G3 Service Fee	<input type="text"/> X <input type="text"/>	= <input type="text"/>
Return Delivery Fee		<input type="text"/>
Subtotal		<input type="text"/>
Add 5% for credit card convenience fee		<input type="text"/>
Total Payment Enclosed		<input type="text"/>

**Traveler Names**

1	<input type="text"/>	3	<input type="text"/>
2	<input type="text"/>	4	<input type="text"/>

**Visa Service**

Visa Type:  Tourist  Business  
 Flight Crew  Other \_\_\_\_\_

Processing Speed:  Mission Critical  Priority  Expedited

**Travel Details**

Date of US Departure:  I must have my passport no later than:

Other visa or passport services requested:

Notes:

**Contact Information** *Who should G3 contact about this request?*

Name:  Company:

Contact Email (required):

Daytime Phone:  Mobile Phone:

**Return Delivery Address** *This must be a physical address for FedEx delivery; no P.O. Boxes.*

Name:  Company:

Street Address:

City:  State:  Zip Code:

Daytime Phone:  Mobile Phone:

VisaOrderForm

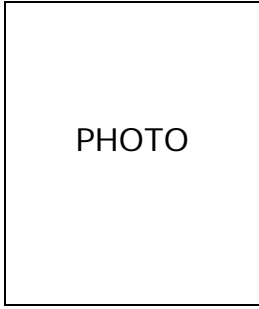
ASSOCIATE NAME:

FOR OFFICE USE ONLY

DATE RECEIVED BY G3:

ORDER NUMBER:

# OF TRAVELERS:



<http://www.mfa.gov.tr/mfa>

**TÜRKİYE CUMHURİYETİ DIŞİŞLERİ BAKANLIĞI**  
**REPUBLIC OF TURKEY, MINISTRY OF FOREIGN AFFAIRS**

## VISA APPLICATION FORM

<b>1.</b> Family name (as in passport)	<b>2.</b> Maiden name
<b>3.</b> First name(s) (as in passport)	<b>4.</b> Date of birth (year-month-day)
<b>5.</b> ID-number (optional)	<b>6.</b> Sex <input type="checkbox"/> Male <input type="checkbox"/> Female
<b>7.</b> Place of birth City : .....	<b>8.</b> Marital status: <input type="checkbox"/> Single <input type="checkbox"/> Married <input type="checkbox"/> Separated <input type="checkbox"/> Divorced <input type="checkbox"/> Widowed <input type="checkbox"/> Other
Country.....	<b>10.</b> Citizenship at birth
<b>9.</b> Current citizenship	
<b>11.</b> Father's full name	<b>12.</b> Mother's full name

FOR OFFICIAL  
USE ONLY

**Date of application:**

<b>13.</b> Type of passport <input type="checkbox"/> Ordinary Passport <input type="checkbox"/> Diplomatic Passport <input type="checkbox"/> Service Passport	<input type="checkbox"/> Travel Document (1951 Convention) <input type="checkbox"/> Alien's passport <input type="checkbox"/> Seaman's Passport <input type="checkbox"/> Other (please specify).....	
<b>14.</b> Passport number	<b>15.</b> Issue and expiry date	<b>16.</b> Place of issue
<b>17.</b> If you are resident in a country other than your country of origin, have you permission to return to that country? <input type="checkbox"/> No <input type="checkbox"/> Yes, (number and validity) .....		

**Supporting documents:**

**Valid passport**  
**Financial means**  
**Invitation**  
**Means of transport**  
**Other:**

<b>18.</b> Present occupation and profession	
<b>19.</b> Present work address	Telephone/ Fax Number
	E-mail address
<b>20.</b> Applicant's home address	Telephone number
	E-mail address

**Visa:**

**Refused**  
 **Granted**

<b>21.</b> Type of Visa: <input type="checkbox"/> Transit <input type="checkbox"/> Short stay <input type="checkbox"/> Long stay	<b>22.</b> Number of entries requested <input type="checkbox"/> Single Entry <input type="checkbox"/> Multiple entry
<b>23.</b> Duration of stay- Visa is requested for: ..... days	

**24.** Have you ever been refused a visa for Turkey?  
 No  
 Yes - When..... Where.....

**25.** Have you ever been deported from or required to leave Turkey ?  
 No  
 Yes - When..... Where.....

**26.** In the case of transit, have you an entry permit for the final country of destination?  
 No  Yes, valid until: ..... Issuing authority: .....

**Type of Visa:**

- Single Entry  
 Multiple Entry

- Transit  
 Double Transit

- Tourist  
 Business

- Work  
 Education  
 Other

.....

**27.** Purpose of trip  
 Official  Tourism  Business  Cultural/Sports  
 Private visit (family or friends)  Medical reasons  
 Other (please specify) .....

**28.** Date of arrival **29.** Date of departure

**30.** Port of first entry or transit route **31.** Means of transport

**32.** Who is paying for your trip and costs of living during your stay in Turkey?  
 Myself  Host person(s)  Host company  
 (State who and how and please submit corresponding documentation)  
 .....  
 .....

**33.** Name of host or company in Turkey and contact person in host company. If not applicable, give name of hotel or temporary address in Turkey.  
 Address Telephone/ Fax Number E-mail address

**34.** Means of support during your stay  
 Cash  Traveller's Cheque  Credit cards  Accommodation  
 Other: .....  
 Travel and/or health insurance. (optional) Valid until: .....

**Valid**

**from:**.....

**To:**.....

**35.** Spouse's

Family name		Nationality	
Maiden name		Date of birth	
First name		Place of birth	

**36.** Children (Application must be submitted seperately for each passport)  
Family Name: First name: Date of birth:

1.  
 2.  
 3.

**37.** I certify that I have read and understood all the questions set forth in this application form and the answers I have furnished on this form are true and correct to the best of my knowledge and belief. I understand that possession of a visa does not automatically entitle me to enter the Republic of Turkey upon arrival at a port of entry.

If I fail to comply with the relevant provisions of the Turkish Passport Law No: 5682 and Law on the Residence and Travel of Aliens in Turkey No: 5683, my entry will be refused and in case of refusal, I will not claim any compensation.

**38.** Place and date **39.** Signature (for minors, signature of custodian /guardian)



Family name		First name		Middle name	
Place of birth		Date of birth	(dd/mm/yy)	Nationality at birth	
Nationality at present		Father's name		Mother's name	
Marital status	<input type="checkbox"/> Single <input type="checkbox"/> Married	Profession			
Present address			Business address		
Permanent address					
Phone		E-Mail			
Approximate date of your entry to Turkey (dd/mm/yy)			How long do you intend to stay in Turkey?		
Do you have any acquaintances or relatives in Turkey? If yes, please write their name and address below. <input type="checkbox"/> Yes <input type="checkbox"/> No			Have you previously applied for a Turkish visa? If yes, when? <input type="checkbox"/> Yes <input type="checkbox"/> No		
Have you ever been deported from Turkey? <input type="checkbox"/> Yes <input type="checkbox"/> No			Have you ever been refused a visa to Turkey? If yes, when? <input type="checkbox"/> Yes <input type="checkbox"/> No		
What type of travel document do you possess? <input type="checkbox"/> Passport <input type="checkbox"/> US Reentry Permit <input type="checkbox"/> US Refugee Document <input type="checkbox"/> Other					
Passport/Travel Document No.			Issue date of passport/travel document (dd/mm/yy)		
Expiry date of passport/travel document (dd/mm/yy)			Passport/travel document was issued by:		
What type of visa are you applying for? <input type="checkbox"/> Single entry <input type="checkbox"/> Multiple entry <input type="checkbox"/> Single transit <input type="checkbox"/> Double transit					
How will you cover your living expenses in Turkey?			Please state your means of transportation while traveling to Turkey.		
Please state the planned port of entry.			Please state your address in Turkey.  Phone:		
Please list all members of your family who will be traveling with you.					
Name(s)	Relationship	Place of birth	Date of birth		
			(dd/mm/yy)		
			(dd/mm/yy)		
			(dd/mm/yy)		
Please fill in the date and sign in the space below.					
I certify that the statements herewith are true to the best of my knowledge.					
Date:	(dd/mm/yy)	Signature:			



## Sample Business Letter From U.S. Company

\*\*\*\*\*Please print your business letter on company stationery.\*\*\*\*\*

June 15, 2016

Consulate General of *(country you will visit)*  
Consular Section

Dear Visa Officer,

Jeremy Simmons *(insert your name)*, International Sales Director *(insert your position)*, Sample Products, Inc. *(insert the name of your company)*, is planning a business trip to *(country)* on Monday, August 2 through August 15, 2016 *(dates of your trip)*. During this trip he has scheduled meetings to discuss the sales and distribution of our products.

His agenda is to meet and discuss business with Alexander Edwards *(insert name of contact)* at:

Overseas Company, Ltd.  
123 Example Avenue, Suite 45  
City, Province, Country  
Telephone: 112-1234-5678  
Email: aedwards@overseascoltd.co

*(Please provide full contact details for the company and individual you will visit.)*

Sample Products, Inc. *(Insert Company Name)* will assume all financial responsibility for any debts incurred by Jeremy Simmons while traveling on business in *(country)*.

He requests that you issue a single entry business visa valid for one month. *(Please specify the requested visa type and duration.)* I appreciate your attention to this matter.

Sincerely,

*Lucinda Albright*

Lucinda Albright  
Senior Vice President  
Sample Products, Inc.

*(The letter must have an original ink signature of a manager other than the applicant.)*

Sample Letter





## Sample Business Letter From U.S. Company

\*\*\*\*\*Please print your business letter on company stationery.\*\*\*\*\*

June 15, 2016

Consulate General of *(country you will visit)*  
Consular Section

Dear Visa Officer,

Jeremy Simmons *(insert your name)*, International Sales Director *(insert your position)*, Sample Products, Inc. *(insert the name of your company)*, is planning a business trip to *(country)* on Monday, August 2 through August 15, 2016 *(dates of your trip)*. During this trip he has scheduled meetings to discuss the sales and distribution of our products.

His agenda is to meet and discuss business with Alexander Edwards *(insert name of contact)* at:

Overseas Company, Ltd.  
123 Example Avenue, Suite 45  
City, Province, Country  
Telephone: 112-1234-5678  
Email: aedwards@overseascoltd.co

*(Please provide full contact details for the company and individual you will visit.)*

Sample Products, Inc. *(Insert Company Name)* will assume all financial responsibility for any debts incurred by Jeremy Simmons while traveling on business in *(country)*.

He requests that you issue a single entry business visa valid for one month. *(Please specify the requested visa type and duration.)* I appreciate your attention to this matter.

Sincerely,

*Lucinda Albright*

Lucinda Albright  
Senior Vice President  
Sample Products, Inc.

*(The letter must have an original ink signature of a manager other than the applicant.)*

Sample Letter



## Sample Business Letter for Flight Crew

\*\*\*\*\*Please print your business letter on company stationery.\*\*\*\*\*

June 15, 2016

Consulate General of *(country you will visit)*  
Consular Section

Dear Visa Officer,

Please be advised that the below-listed individuals are applying for Flight Crew visas. Financial responsibility for all expenses incurred by these individuals during their stay in *(country)* is the complete and total responsibility of Sample Products, Inc. Aviation Department *(insert name of your flight department)*.

Pilots: Primary Captain: Brian Randall  
Backup: Christina Johnson

First Officer: Primary: Robert Jeffries  
Backup: Mark Brown

Flight Attendant: Primary: Bonnie Hooper

Date of Arrival #1: August 11, 2016      Date of Arrival #2: *(add if applicable)*  
Airport of Arrival: *City*  
Aircraft/Flight: N506AB

Date of Departure #1: August 15, 2016      Date of Departure #2: *(if applicable)*  
Airport of Arrival: *City*  
Aircraft/Flight: N506AB

Reason for Travel: Transporting executives. No technical assistance will be provided.

We appreciate all efforts and courtesies you may extend to us in order that they may receive their visas as soon as possible. We thank you for your attention to this matter. If you have any questions, please feel free to contact me at 555-555-1234 *(contact number)*.

Sincerely,

*Heather Bauer*

Heather Bauer

Scheduler

Sample Products, Inc. Aviation Department

*(The letter must have an original ink signature of a company representative other than the applicants. No scans or copies are accepted.)*

Sample Letter



## Sample Business Invitation Letter from Overseas Company

\*\*\*\*\*Please print your business letter on company stationery.\*\*\*\*\*

June 15, 2016

Consulate General of *(country you will visit)*  
Consular Section

Dear Visa Officer,

Jeremy Simmons *(insert your name)*, International Sales Director *(insert your position)*, Sample Products, Inc. *(insert the name of your company)*, is planning a business trip to *(country)* on Monday, August 2 through August 15, 2016 *(dates of your trip)*. During this trip he has scheduled meetings to discuss the sales and distribution of his company's products.

His agenda is to meet and discuss business with Alexander Edwards *(insert name of contact)* at:

Overseas Company, Ltd.  
123 Example Avenue, Suite 45  
City, Province, Country  
Telephone: 112-1234-5678  
Email: aedwards@overseascoltd.co

*(Please provide full contact details for the company and individual you will visit.)*

Sample Products, Inc. *(insert company name)* will assume all financial responsibility for any debts incurred by Jeremy Simmons while traveling on business in *(country)*.

We request that you issue him a single entry business visa valid for one month. *(Please specify the requested visa type and duration.)* We appreciate your attention to this matter.

Sincerely,

*James Ventura*

James Ventura  
Executive Officer  
Overseas Company, Ltd.

Sample Letter



## Sample Flight Crew Invitation Letter from Overseas Company

\*\*\*\*\*Please print your business letter on company stationery.\*\*\*\*\*

June 15, 2016

Consulate General of *(country you will visit)*  
Consular Section

Dear Visa Officer,

We are cordially inviting the following individuals who are flight crew members with Sample Products, Inc. *(insert the name of your company)* and will be traveling to *(country)* aboard Sample Products, Inc. *(aircraft)* corporate aircraft Tail Number: N506AB *(number)*.

Pilots:                      Primary Captain: Brian Randall  
                                    Backup: Christina Johnson

First Officer:              Primary: Robert Jeffries  
                                    Backup: Mark Brown

Flight Attendant:        Primary: Bonnie Hooper

They will be in *(country)* from August 11 to August 15, 2016. They will be transporting corporate executives from their corporate headquarters in Washington, DC to *(country)*, where the Sample Products executives will conduct business meetings with executives of Overseas Company at:

Overseas Company, Ltd.  
123 Example Avenue, Suite 45  
City, Province, Country, Postal Code  
Telephone: 112-1234-5678

Sample Products, Inc. *(insert company name)* will financially guarantee their flight crew and corporate aircraft while in *(country)*.

We request that you issue the above-listed crewmembers single entry flight crew visas valid for one month. *(Please specify the requested visa type and duration.)* We appreciate your attention to this matter.

Sincerely,

*Alice Matthews*

Alice Matthews  
Flight Coordinator  
Overseas Company, Ltd.

*(The letter must be signed by a representative of the overseas company, handler, or FBO.)*

Sample Letter