

KOP SURAT PERUSAHAAN / TOKO

Jakarta, _____ 20__

To:
Visa Section of
EMBASSY OF SCHENGEN COUNTRIES / UNITED KINGDOM
Jakarta

Dear Sir/Madam,

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

Name : (Nama yang mensponsori)
Position : (Posisi yang mensponsori)

Certify that,

Name : (Nama Anda) SESUAI PASPOR
Position : (Posisi Anda dalam perusahaan)
Paspor No :
Working Since : Masa kerja di perusahaan / toko tersebut

Name : (Nama keluarga Anda yang ikut di sponsori) SESUAI PASPOR
Relation : (Hubungannya dengan Anda)
Paspor No :

Are planning to have vacation to European countries, including your country, on 20th December 2012 until 02nd January 2013 (**Tanggal, Bulan, Tahun:dari berangkat hingga kembali ke indonesia**)

I acknowledge and guarantee that (He/She/They) will not seek any employment or permanent stay into your country and will return to Indonesia soon after (His/Her/Their) holiday trip is completed. All kinds of expenses during the trip of above purpose are fully covered by (Their/His/Her) personal account.

Kindly grant (Them/Him/Her) the necessary entry visa in order to join in the tour program. Your kind assistance will be very highly appreciated.

Sincerely yours,

Distempel dan ditanda tangani oleh yang mensponsori

Nama yang mensponsori
Posisi yang mensponsori