**EXAMPLE LETTER OF GUARANTEE, MUST BE PRINTED ON THE COMPANY LETTER HEAD**

Embassy of Algeria  
Avenue Molière 207  
1050 Brussel

…………… (***place***),…………. (***date***)

Dear Sir, Madam,

We hereby declare that Mr./Mrs. ………………………………(***surname, name traveler***) is employed by our company …………………………………………………………………………(***name company, job description,starting from*** ) and will be travelling to …………………………………… (***place***) in Algeria from…………………… until…………..(***date specified in the invitation***). He/She will represent our company for………………………………………………… (***reason of visit***) and will be visiting the company ……………………………………………………………. (***name company, name contact + telephone number + address of the company in Algeria*** ) We will provide him/her with a return ticket and take all responsibility and expenses during this trip.

Please grant Mr./Mrs. ………………………………….. (***surname, name traveler***) a (***single/double/multiple***) entry visa valid for ……………………………………………………. (***duration in*** ***days/months/years***).

**Passport details:**

Full name in passport:…………………………………………..  
passport number:…………………………………………..  
valid from - until: :…………………………………………..

**Details Belgian company:**

Name : ……………………………………………………..  
Address : ………………………………………………….  
Business activities : ………………………………….

Yours sincerely,

Signed by, Stamp

(***name + function***)