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

Embassy of the People’s Republic of Bangladesh

29 Rue Jacques Jordaens

1000 Brussels, Belgium

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

Dear Sir, Madam,

We hereby declare that Mr./Mrs. ……………………………… (***surname, name traveler***) is employed by our company ……………………………………………………… as ………………………………………………………………………… and will be travelling to …………………………………… (***place***) in Bangladesh from …………………… until ………….. (***date specified in the invitation***).

Mr./Mrs (***surname, name traveler***) ………………………….. 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 Bangladesh***).

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***)