

(COMPANY LETTERHEAD)

(4-Letter PIP Code)

Date:

The Honorable Consul
Nonimmigrant Visa Unit
Embassy of the United States of America
1201 Roxas Boulevard, Ermita, Manila

Dear Sir/Madam:

I am writing to request the issuance of (visa type) visa for our employee mentioned below who will attend training/business meetings/etc.:

Name of Employee:	John Sample
Position:	Vice President
Name of company in the US:	Mega Disk Company
Location (city and state):	San Jose, California
Itinerary/Date/Location:	Manila-San Francisco/20August 2015 San Francisco-Toronto/25August 2015 Toronto-Detroit/30August 2015 Detroit-Manila/10September 2015

In the event that the employee is refused entry or overstays in the United States after business trip, we will inform the Embassy. If the employee later wishes to return voluntarily to the Philippines or is found to be deportable from the United States, our company will shoulder the repatriation expenses to bring the employee back to the Philippines.

Thank you for your consideration of this request.

Respectfully yours,

(Signature above name of signatory)
(Title/Position)