

Date: .... / .... / 2026

**TO THE VISA SECTION OF THE [EMBASSY / CONSULATE GENERAL] OF  
[COUNTRY NAME]**

**ISTANBUL**

**Subject:** Visa Application / Employment and Financial Guarantee Declaration

Dear Visa Officer,

This letter is to formally introduce and confirm that Mr./Mrs. [APPLICANT'S NAME AND SURNAME] is the [partner / owner / employee] of our company, [COMPANY'S REGISTERED NAME], active since .... / .... / ..... . He/she is planning to travel to your country for [TOURISTIC / COMMERCIAL] purposes.

The planned travel schedule is set between .... / .... / **2026** and .... / .... / **2026**. We hereby strictly guarantee and undertake that all travel-related expenses—including round-trip flight tickets, accommodation, comprehensive travel insurance, and all daily living expenditures—will be fully, directly, and immediately covered by [himself/herself / our company].

We further declare and guarantee that Mr./Mrs. [APPLICANT'S NAME AND SURNAME] will comply with all immigration rules, will leave your country before the expiration of the authorized stay, and will return to Türkiye to resume his/her active executive duties and corporate responsibilities within our firm.

In light of the comprehensive financial guarantees and clear itinerary provided, we kindly request that the necessary visa be favorably granted to the applicant.

Sincerely yours,

**Authorized Signatory:**

[YETKİLİ ADI SOYADI]

Position / Title: [.....]

*Signature & Corporate Stamp*

**Company & Applicant Information:**

Applicant Passport No: [.....]

Company Title: [.....]

Address: [Official Company Address]

Phone: [Telephone Number]

E-mail: [Corporate Email Address]