

Date: / / 2026

TO THE CONSULATE GENERAL OF [COUNTRY NAME]

ISTANBUL

Subject: Visa Application / Employment and Financial Guarantee Letter

Dear Visa Officer,

This letter is to formally confirm that Mr./Mrs. **[EMPLOYEE'S NAME AND SURNAME]** has been employed full-time at our company, **[COMPANY'S REGISTERED NAME]**, as **[Position/Title]** since / / He/she is planning to travel to your country for **[TOURISTIC / COMMERCIAL]** purposes.

The intended travel is scheduled to take place between / / **2026** and / / **2026**, during which the applicant will be on an officially approved leave from our company. We hereby guarantee and undertake that all travel-related costs, including round-trip transportation, accommodation, comprehensive travel health insurance, and all daily living expenses, will be fully covered by [himself/herself / our company].

We further guarantee that Mr./Mrs. **[EMPLOYEE'S NAME AND SURNAME]** will leave your country before the expiration of the authorized visa duration and will return to Türkiye to resume his/her active employment duties at our company.

In light of the above details, we kindly request that a multiple-entry and long-term visa be favorably issued to our employee.

Sincerely yours,

Authorized Signatory:

[YETKİLİ ADI SOYADI]

Title / Position: [.....]

Signature & Corporate Stamp

Employee & Company Details:

Passport No: [.....]

Monthly Net Salary: [..... TL]

Company Title: [.....]

Address: [Official Company Address]

Phone / E-mail: [Corporate Contact]