COMPANY LOGO

**SAMPLE BUSINESS LETTER FOR Cambodia**

DATE

Consulate of Cambodia

Houston Texas

Dear Sir or Madam,

This letter is to introduce TRAVELER’S NAME, who holds the position of POSITION with COMPANY NAME.

TRAVELER’S NAME  is planning to visit Brazil from DATE to DATE  for business meetings with**:**  NAME OF THE SPONSORING COMPANY.

Name and address of our contact in Cambodia is:

CONTACT NAME

CONTACT ADDRESS

CONTACT PHONE

TRAVELER’S NAME will represent U.S. COMPANY’S NAME in the meeting. The meetings will include discussions of TOPIC in support of TRAVELER’S NAME business interests in Cambodia. TRAVELER’S NAME  will not be providing any technical support nor assistance while in Cambodia

We respectfully request that you grant TRAVELER’S NAME a business visa valid for 10 YEARS MULTIPLE ENTRY.

U.S. COMPANY NAME guarantees round-trip transportation, financial support and good moral conduct for TRAVELER’S NAME.  During the course of his/her visit,  TRAVELER’S NAME  will fully observe the laws of Cambodia. If you require any further information please do not hesitate to contact us : 1234567899

Thank you in advance for your assistance in granting this visa request.

Sincerely,

(MUST BE SIGNED BY SOMEONE OTHER THAN THE APPLICANT)

NAME OF PERSON SIGNING THE LETTER

POSITION