



ALL TRAVELERS must include the following documents in your package to G3:

- Your original valid signed passport. It must have at least two blank pages marked "Visas" side by side and more than six months before expiry.
- Non-U.S. citizens must also submit a copy of their Permanent Resident Card or U.S. Visa and I-94. Travelers who entered the US after April 26, 2013 should print the electronic I-94 form from <https://i94.cbp.dhs.gov/>.
- One visa application form (attached), completed and signed with a pen-to-paper signature in blue or black ink; make sure the signature matches the signature in the passport.
- One passport-style (2"x2") photograph taken within the last 6 months (must be on photo paper and have a plain white background).
- Copy of flight itinerary showing applicant's name.
- Proof of funds: copy of a recent bank or credit card statement. Account numbers may be blacked out for privacy.

BUSINESS and FLIGHT CREW TRAVELERS must also include:

- A letter from their U.S. company explaining the purpose of their trip and providing a financial guarantee. The letter must be on company letterhead and must bear the original pen-to-paper signature of a company representative other than the applicant. Please see the attached sample letter.
- A letter of invitation from the company to be visited in Macedonia. The letter must be on company letterhead and signed by a representative of the company, and should include the applicant's name and the name, address, and telephone number for a contact person at the overseas company. Faxed or scanned copies are accepted. Please see the attached sample letter.

Visa Requirements

There is No Substitute for Experience.

G3's Standard of Service

- All visa and passport requests are processed by knowledgeable, experienced associates.
- All calls are answered by a well-informed associate, not a call center or voice mail system.
- All Personally Identifiable Information is protected with safeguards that exceed State Department standards.
- All requests receive email confirmation acknowledging receipt by a G3 associate.
- All application documents will be thoroughly reviewed prior to submission.
- All requests receive email confirmation of the completion and FedEx tracking information.
- All passports are returned via the FedEx service of your choice.

Need additional assistance? Select Concierge Service.



There is No Substitute for Experience.

Concierge Service \$175.00 *Extra*

G3's Concierge Service includes the following benefits:

Document Review: Email ConciergeDesk@g3visas.com for a rapid response and thorough review of your documents before you send them to one of our Operations Centers.

Application Creation: Our experts will readily create your visa or passport application ensuring it meets the requirements of the consulate or agency, saving you valuable preparation time. Your application will be emailed to you in PDF format to print and sign with a pen-to-paper signature.

Accelerated Processing: G3 will generate a FedEx air bill for you to efficiently send your documents to our office. Your request will be given precedence for immediate processing by our most experienced associates.

Expert Advice: Call our dedicated Concierge Service phone number: 202.600.4257, or email ConciergeDesk@g3visas.com for a quick response from the experts.

Real-Time Status Updates: Your G3 associate will personally contact you to confirm receipt of your documents and provide a timeline of completion. If you require more than one visa or passport service, your associate will advise you at each stage of completion ensuring we meet your travel dates. Upon completion of your request, your associate will contact you to confirm your return delivery information.

Upgraded Delivery Service: Your G3 associate will provide a complimentary return delivery upgrade when your request is complete using Federal Express Priority Overnight service (delivery next business day by 10am), and will track your package and follow up with you to confirm you have received it.

Emergency Support: You will have access to our Emergency Concierge Services and Lost Passport Support if you ever need it.

VISA NOTES

- U.S. Citizens do not require visas for stays of 90 days or less.
- All foreign visitors, including U.S. citizens, must register with local police within 24 hours of arrival. If you are staying in a hotel, the hotel will take care of registration for you, but if you are staying with a private host or renting an apartment, you should register in person at the police station.
- The Embassy is required to wait for visa approval from authorities in Macedonia for all visa requests, which typically takes 7-10 days to acquire. Visa processing times listed on the following page do not include the time needed for approval. To speed up the visa approval process, please email your completed application, Visa Order Form, and business letters (if applicable) to WashingtonDC@g3visas.com before sending in your hard-copy documents.
- Consular fees may vary due to exchange rates.

PROCESSING NOTES

- Send all required documents and the completed Visa Order Form to G3 using a service with tracking such as FedEx or UPS.
- Due to submissions deadlines set by consulates and agencies, documents received by G3 after 8:30 am are hand-carried to the appropriate processing facility the next business day. 8:30 am delivery via FedEx or UPS with no signature required is recommended for requests requiring Mission Critical service. Mission Critical processing may not be available to travelers of some nationalities.
- Requests to expedite visa processing after the application has been submitted to the consulate will result in significant additional charges.
- Consular Fees include a \$5 Money Order fee.
- Credit card payments are subject to a 5% credit card convenience fee unless the physical card is presented in person.
- The issuance of visas, including visa duration and number of entries, is at the discretion of the Consulate. G3 acts on the behalf of the client, and takes no responsibility for the services rendered by Travel Agents, Government Agencies, Consulates or Embassies in connection with issuance of visas and passports. G3 takes no responsibility for delays or loss of passports as may occur through above services or by any delivery service. Damage compensation is not available.
- By submitting this form, I agree to G3 Global Services' Terms of Use, Privacy, Cancellation, Payment, and Shipping Policies. For more information follow this link: www.g3visas.com/Policies.html.



Send to: G3 Global Services
 Attn: Visa Department
 919 18th Street NW, Suite 230
 Washington, DC 20006
 888.883.8472 | WashingtonDC@g3visas.com

WASHINGTON, DC
MACEDONIA

There is No Substitute for Experience.

Concierge Service \$175.00 *Extra*

Consular Fees for Visa Processing

Visa Type	Mission Critical 3 Business Days	Priority 5 Business Days	Expedited 8 Business Days
Single Entry	<input type="checkbox"/> \$95.00	<input type="checkbox"/> \$65.00	<input type="checkbox"/> \$65.00
Double Entry	<input type="checkbox"/> \$110.00	<input type="checkbox"/> \$75.00	<input type="checkbox"/> \$75.00
Multiple Entry	N/A	<input type="checkbox"/> \$105.00	<input type="checkbox"/> \$105.00

G3 Service Fees

Tourist	<input type="checkbox"/> \$140.00	<input type="checkbox"/> \$100.00	<input type="checkbox"/> \$70.00
Business	<input type="checkbox"/> \$170.00	<input type="checkbox"/> \$135.00	<input type="checkbox"/> \$80.00
Flight Crew	<input type="checkbox"/> \$170.00	<input type="checkbox"/> \$135.00	<input type="checkbox"/> \$80.00

Return Delivery Fees

<input type="checkbox"/> FedEx Express Saver 3 Business Day Delivery	\$19.00	<input type="checkbox"/> FedEx First Overnight* Delivery Next Business Day by 8:30AM	\$84.00
<input type="checkbox"/> FedEx Standard Overnight Delivery Next Business Day by 3PM	\$29.00	<input type="checkbox"/> FedEx Saturday Delivery* Delivery by 3PM	\$44.00
<input type="checkbox"/> Same Day Delivery* Delivery by FedEx or Commercial Airline	Please Call	<input type="checkbox"/> FedEx International Delivery* including Puerto Rico Delivery Times Vary by Location	Please Call
<input type="checkbox"/> FedEx or UPS Account Number Provided <input type="text"/>	\$5.00	<input type="checkbox"/> FedEx or UPS Return Airbill Included <input type="text"/>	No Charge

**These services may not be available for all delivery locations.*

Send Completed Order Form and All Required Documents To:

G3 Global Services, Attn: Visa Department, 919 18th Street NW, Suite 230, Washington, DC 20006

888.883.8472 Toll Free | WashingtonDC@g3visas.com

www.g3visas.com

Applicable Fees



Send to: G3 Global Services
 Attn: Visa Department
 919 18th Street NW, Suite 230
 Washington, DC 20006
 888.883.8472 | WashingtonDC@g3visas.com

WASHINGTON, DC
MACEDONIA

Your invoice will be sent to your contact email. Check here if you require a hard copy included with your return delivery.

Payment Information

Payment Via Check #: *Check payable to G3 Global Services*

Payment Via Credit Card:

Visa/MasterCard: - - -

Exp. Date: ___ / ___ Security Code:

OR

American Express: - -

Exp. Date: ___ / ___ Security Code:

Name as it appears on the card:

Billing Address:

City: State Zip:

Signature: _____

Payment Via Approved Billing Terms

G3 Customer Number, Billing, P.O., Project or Reference Code#:

Concierge Service Requested

You'll thank us later.

ConciergeDesk@g3visas.com

Total Fees from Applicable Fees Page

Please include Applicable Fees page with your request.

FEE	# Travelers	TOTAL
Concierge Fee	<input type="text"/> X <input type="text"/>	= <input type="text"/>
Consular Fee	<input type="text"/> X <input type="text"/>	= <input type="text"/>
G3 Service Fee	<input type="text"/> X <input type="text"/>	= <input type="text"/>
Return Delivery Fee		<input type="text"/>
Subtotal		<input type="text"/>
Add 5% for credit card convenience fee		<input type="text"/>
Total Payment Enclosed		<input type="text"/>

Traveler Names

1	<input type="text"/>	3	<input type="text"/>
2	<input type="text"/>	4	<input type="text"/>

Visa Service

Visa Type: Tourist Business
 Flight Crew Other _____

Processing Speed: Mission Critical Priority Expedited

Travel Details

Date of US Departure: I must have my passport no later than:

Other visa or passport services requested:

Notes:

Contact Information *Who should G3 contact about this request?*

Name: Company:

Contact Email (required):

Daytime Phone: Mobile Phone:

Return Delivery Address *This must be a physical address for FedEx delivery; no P.O. Boxes.*

Name: Company:

Street Address:

City: State: Zip Code:

Daytime Phone: Mobile Phone:

VisaOrderForm

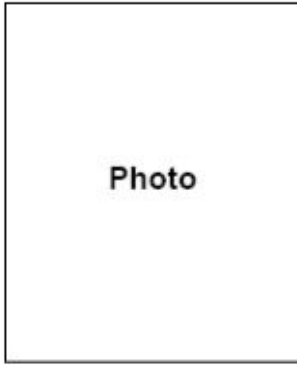
ASSOCIATE NAME:

FOR OFFICE USE ONLY

DATE RECEIVED BY G3:

ORDER NUMBER:

OF TRAVELERS:



РЕПУБЛИКА МАКЕДОНИЈА
REPUBLIC OF MACEDONIA

Барање за издавање на виза
Application for Visa

Бесплатен образец
This application form is free

01. Презиме Surname (s) (family name (s)) <input type="text"/>		For Embassy / Consulate use only
02. Презиме / Презимиња од раѓањето (претходни презимиња) Surname(s) at birth (earlier family name(s)) <input type="text"/>		
03. Име First names (given names) <input type="text"/>		
04. Датум на раѓање (година, месец-ден) Date of birth (year – month - day) <input type="text"/>	05. Број на лична карта (факултативно) ID-number (optional) <input type="text"/>	
06. Место и држава на раѓање Place and country of birth <input type="text"/>		
07. Државјанство/ства Current nationality/ies <input type="text"/>	08. Претходно државјанство Original nationality (nationality of birth) <input type="text"/>	
09. Пол Sex <input type="checkbox"/> Машки Male <input type="checkbox"/> Женски Female	10. Брачна состојба Marital status: <input type="checkbox"/> Не е во брак Single <input type="checkbox"/> Во брак Married <input type="checkbox"/> Раздвоен/а Separated <input type="checkbox"/> Разведен/а Divorced <input type="checkbox"/> Вдовец/Вдовица Widow(er) <input type="checkbox"/> Друго Other	
11. Име на татко Father' s name <input type="text"/>	12. Име на мајка Mother' s name <input type="text"/>	
13. Вид на пасош: Type of passport: <input type="checkbox"/> Национален пасош National passport <input type="checkbox"/> Дипломатски пасош Diplomatic passport <input type="checkbox"/> Службен пасош Service passport <input type="checkbox"/> Патен документ (Конвенција 1951г.) Travel document (1951 Convention) <input type="checkbox"/> Пасош за странци Foreigner' s passport <input type="checkbox"/> Поморски пасош Seaman' s passport <input type="checkbox"/> Друг патен документ (да се наведе кој): Other travel document (please specify)		
14. Број на пасош: Number of passport <input type="text"/>	15. Издаден од: Issued by <input type="text"/>	
16. Датум на издавање: Date of issue: <input type="text"/>	17. Важи до: Valid until: <input type="text"/>	
18. Доколку престојувате во држава која не е ваша матична земја, дали ви е дозволено повторно враќање во таа земја? If you reside in a country other than your country of origin, have you permission to return to that country? <input type="checkbox"/> Не No <input type="checkbox"/> Да, (број и важност) Yes, (number and validity) _____		

Дата на поднесување:

Барањето го примил:

19. Занимање Current occupation <input type="text"/>		Дополнителна документација: <input type="checkbox"/> важечка и призната ПИ <input type="checkbox"/> доказ за финансиски средства <input type="checkbox"/> покана (доказ за цел/ околности на планиран престој во РМ) <input type="checkbox"/> превозно средство <input type="checkbox"/> фотографија <input type="checkbox"/> документ за патничко осигурување <input type="checkbox"/> решение за привремен престој во РМ (за виза Д) <input type="checkbox"/> доказ за платена такса за обработка на барањето <input type="checkbox"/> друго:	
20. Работодавач, адреса на работодавачот и телефонски број. За студенти име и адреса на училиштето и телефонски број. Employer and employer's address and telephone number. For students, name and address of school. <input type="text"/>			
21. Главна дестинација: Main destination <input type="text"/>	22. Вид на виза: Type of Visa <input type="checkbox"/> Аеродромска транзитна Виза (виза А) Airport transit (A) visa <input type="checkbox"/> Транзитна виза (виза Б) Transit (B) visa <input type="checkbox"/> Виза за краткорочен престој (виза Ц) Short stay (C) visa <input type="checkbox"/> Виза за долгорочен престој (виза Д) Long stay (D) visa		23. Виза : Visa <input type="checkbox"/> Индивидуална Individual <input type="checkbox"/> Колективна Collective
24. Број на влегувања кои се бараат: Number of entries requested <input type="checkbox"/> Еден влез Single entry <input type="checkbox"/> Повеќе влеза Multiple entries	<input type="checkbox"/> Два влеза Two entries		25. Траење на престојот Duration of stay <input type="checkbox"/> Визата се бара за _____ дена. Visa is requested for: _____ days
26. Претходно издадени визи (во последните три години) и нивната важност. Other visas (issued during the past three years) and their period of validity. <input type="text"/>			
27. Во случај на транзит, дали Ви е одобрен влез во државата на конечна дестинација? In the case of transit, have you an entry permit for the final country of destination? <input type="checkbox"/> Не No <input type="checkbox"/> Да, важност до: _____ Yes, valid until _____ <input type="checkbox"/> Издаден од: _____ Issuing authority			
28. Претходни престои во Република Македонија: Previous stays in Republic of Macedonia: <input type="text"/>			
29. Цел на патувањето: Purpose of travel: <input type="checkbox"/> Туризам Tourism <input type="checkbox"/> Бизнис Business <input type="checkbox"/> Посета на роднини или пријатели Visit to Family or Friends <input type="checkbox"/> Култура/спорт Cultural / Sports <input type="checkbox"/> Официјална посета Official <input type="checkbox"/> Здравствени причини Medical reasons <input type="checkbox"/> Останато (да се наведе): _____ Other (please specify):			
30. Датум на пристигнување Date of arrival <input type="text"/>	31. Датум на заминување Date of departure <input type="text"/>		
32. Граничен премин при првото влегување или на транзитниот правец Border of first entry or transit route <input type="text"/>	33. Вид на превозно средство: Means of transport: <input type="text"/>		
34. Име и адреса на домашното физичко или правно лице кое го поканува странецот како и лице за контакт. Во останати случаи да се наведе име на хотелот или привремената адреса во Република Македонија. Name of host or company in Macedonia and contact person in host company. If not applicable, give name of hotel or temporary address in Republic of Macedonia Име Name <input type="text"/> Целосна адреса на живеење Full address <input type="text"/>		Виза: <input type="checkbox"/> одбиена <input type="checkbox"/> издадена Тип на виза: <input type="checkbox"/> А <input type="checkbox"/> В <input type="checkbox"/> С <input type="checkbox"/> Д Број на влегувања: <input type="checkbox"/> Еден влез <input type="checkbox"/> Два влеза <input type="checkbox"/> Повеќе влеза Важи: од _____ до _____ Важи за: _____	
Телефон и факс Telephone and fax <input type="text"/>			
Адреса на електронската пошта e-mail address <input type="text"/>			

35. Кој ги покрива трошоците за пат и за престојот ? Who is paying for your cost of travelling and for your costs of living during your stay?														
<input type="checkbox"/> Лично <input type="checkbox"/> Домаќинот/домаќините <input type="checkbox"/> Компанијата- домаќин Myself Host person/s Host company														
(Да се наведе кој и како, и да се прикаже соодветната документација): (State who and how and present corresponding documentation):														
36. Средства за издржување за време на престојот: Means of support during your stay														
<input type="checkbox"/> Во готово <input type="checkbox"/> Патнички чекови <input type="checkbox"/> Кредитни картички <input type="checkbox"/> Сместување <input type="checkbox"/> Останато: Cash Travellers' cheques Credit cards Accommodation Other:														
<input type="checkbox"/> Патничко и/или здравствено осигурување. Важи до _____ Travel and/or health insurance. Valid until														
37. Презиме на брачниот другар Spouse's family name		38. Презиме на брачниот другар од раѓање Spouse's family name at birth												
<input type="text"/>		<input type="text"/>												
39. Име на брачниот другар Spouse's first name	40. Дата на раѓање на брачниот другар Spouse's date of birth	41. Место на раѓање на брачниот другар Spouse's place of birth												
<input type="text"/>	<input type="text"/>	<input type="text"/>												
42. Деца (Барањата мора да бидат поднесени поединечно за секој пасош) Children (Applications must be submitted separately for each passport)														
<table border="1"> <thead> <tr> <th>Презиме Name</th> <th>Име First name</th> <th>Датум на раѓање Date of birth</th> </tr> </thead> <tbody> <tr> <td>1</td> <td></td> <td></td> </tr> <tr> <td>2</td> <td></td> <td></td> </tr> <tr> <td>3</td> <td></td> <td></td> </tr> </tbody> </table>			Презиме Name	Име First name	Датум на раѓање Date of birth	1			2			3		
Презиме Name	Име First name	Датум на раѓање Date of birth												
1														
2														
3														
<p>43. Информиран сум и се согласувам со тоа што моите лични податоци кои фигурираат во ова барање за виза ќе бидат соопштени на надлежните власти од Република Македонија и, доколу е неопходно ќе бидат обработени од страна на истите, со цел да се разгледа моето барање за виза. Овие податоци ќе може да бидат внесени и архивирани во бази на податоци во кои ќе можат да имаат пристап надлежните власти на Република Македонија.</p> <p>На мое барање, конзуларните власти кои го разгледуваат моето барање ќе ме информираат како да го остварам моето право да ги проверам моите лични податоци и да ги изменам или укинам, посебно во случај кога се неточни, во согласност со националната легислатива на Република Македонија. Изјавувам дека колку што ми е познато сите податоци што ги изнесов се комплетни и точни.</p> <p>Познато ми е дека лажни изјави ќе предизвикаат одбивање на барањето или поништување на веќе издадената виза, а исто така може да предизвика судски постапки во согласност со законите на Република Македонија.</p> <p>Се обврзувам да ја напуштам територијата на Република Македонија по истекувањето на визата, доколку истата биде издадена.</p> <p>Информиран сум дека добивањето виза е само еден од условите потребни за влез во Република Македонија. Самото издавање на виза не ми дава никакво право на надоместок доколку не ги исполнувам условите предвидени согласно националното законодавство на Република Македонија и според тоа не ми се дозволи влез. Исполнувањето на условите за влез ќе бидат проверени уште еднаш во моментот на влегување на територија на Република Македонија.</p> <p>I am aware of and consent to the following: any personal data concerning me which appear on this visa application form will be supplied to the relevant authorities in Republic of Macedonia and processed by those authorities, if necessary, for the purposes of a decision on my visa application. Such data may be input into, and stored in, databases accessible to the relevant authorities in Republic of Macedonia.</p> <p>At my express request, the consular authority processing my application will inform me of manner in which I may exercise my right to check the personal data concerning me and have them altered or deleted, in particular, should they be inaccurate, in accordance with the Macedonian law.</p> <p>I declare that to the best of my knowledge all particulars supplied by me are correct and complete.</p> <p>I am aware that any false statements will lead to my application being rejected or to the annulment of a visa already granted and may also render me liable to prosecution under Macedonian law.</p> <p>I undertake to leave the territory of Republic of Macedonia upon the expiry of the visa, if granted.</p> <p>I have been informed that possession of a visa is only one of the prerequisites for entry into Republic of Macedonia. If entry is refused I will have no claim to compensation.</p>														
44. Домашна адреса на барателот Applicant's home address		45. Број на телефон и адреса на електронската пошта (факултативно) Telephone number e-mail address (optional)												
<input type="text"/>		<input type="text"/>												
46. Место и датум Place and date		47. Потпис (за малолетници се потпишува старателот) Signature (for minors, signature of custodian / guardian)												
<input type="text"/>		<input type="text"/>												



Sample Business Letter From U.S. Company

*****Please print your business letter on company stationery.*****

June 15, 2016

Consulate General of *(country you will visit)*
Consular Section

Dear Visa Officer,

Jeremy Simmons *(insert your name)*, International Sales Director *(insert your position)*, Sample Products, Inc. *(insert the name of your company)*, is planning a business trip to *(country)* on Monday, August 2 through August 15, 2016 *(dates of your trip)*. During this trip he has scheduled meetings to discuss the sales and distribution of our products.

His agenda is to meet and discuss business with Alexander Edwards *(insert name of contact)* at:

Overseas Company, Ltd.
123 Example Avenue, Suite 45
City, Province, Country
Telephone: 112-1234-5678
Email: aedwards@overseascoltd.co

(Please provide full contact details for the company and individual you will visit.)

Sample Products, Inc. *(Insert Company Name)* will assume all financial responsibility for any debts incurred by Jeremy Simmons while traveling on business in *(country)*.

He requests that you issue a single entry business visa valid for one month. *(Please specify the requested visa type and duration.)* I appreciate your attention to this matter.

Sincerely,

Lucinda Albright

Lucinda Albright
Senior Vice President
Sample Products, Inc.

(The letter must have an original ink signature of a manager other than the applicant.)

Sample Letter



Sample Business Letter for Flight Crew

*****Please print your business letter on company stationery.*****

June 15, 2016

Consulate General of *(country you will visit)*
Consular Section

Dear Visa Officer,

Please be advised that the below-listed individuals are applying for Flight Crew visas. Financial responsibility for all expenses incurred by these individuals during their stay in *(country)* is the complete and total responsibility of Sample Products, Inc. Aviation Department *(insert name of your flight department)*.

Pilots: Primary Captain: Brian Randall
Backup: Christina Johnson

First Officer: Primary: Robert Jeffries
Backup: Mark Brown

Flight Attendant: Primary: Bonnie Hooper

Date of Arrival #1: August 11, 2016 Date of Arrival #2: *(add if applicable)*
Airport of Arrival: *City*
Aircraft/Flight: N506AB

Date of Departure #1: August 15, 2016 Date of Departure #2: *(if applicable)*
Airport of Arrival: *City*
Aircraft/Flight: N506AB

Reason for Travel: Transporting executives. No technical assistance will be provided.

We appreciate all efforts and courtesies you may extend to us in order that they may receive their visas as soon as possible. We thank you for your attention to this matter. If you have any questions, please feel free to contact me at 555-555-1234 *(contact number)*.

Sincerely,

Heather Bauer

Heather Bauer

Scheduler

Sample Products, Inc. Aviation Department

(The letter must have an original ink signature of a company representative other than the applicants. No scans or copies are accepted.)

Sample Letter



Sample Business Invitation Letter from Overseas Company

*****Please print your business letter on company stationery.*****

June 15, 2016

Consulate General of *(country you will visit)*
Consular Section

Dear Visa Officer,

Jeremy Simmons *(insert your name)*, International Sales Director *(insert your position)*, Sample Products, Inc. *(insert the name of your company)*, is planning a business trip to *(country)* on Monday, August 2 through August 15, 2016 *(dates of your trip)*. During this trip he has scheduled meetings to discuss the sales and distribution of his company's products.

His agenda is to meet and discuss business with Alexander Edwards *(insert name of contact)* at:

Overseas Company, Ltd.
123 Example Avenue, Suite 45
City, Province, Country
Telephone: 112-1234-5678
Email: aedwards@overseascoltd.co

(Please provide full contact details for the company and individual you will visit.)

Sample Products, Inc. *(insert company name)* will assume all financial responsibility for any debts incurred by Jeremy Simmons while traveling on business in *(country)*.

We request that you issue him a single entry business visa valid for one month. *(Please specify the requested visa type and duration.)* We appreciate your attention to this matter.

Sincerely,

James Ventura

James Ventura
Executive Officer
Overseas Company, Ltd.

Sample Letter



Sample Flight Crew Invitation Letter from Overseas Company

*****Please print your business letter on company stationery.*****

June 15, 2016

Consulate General of *(country you will visit)*
Consular Section

Dear Visa Officer,

We are cordially inviting the following individuals who are flight crew members with Sample Products, Inc. *(insert the name of your company)* and will be traveling to *(country)* aboard Sample Products, Inc. *(aircraft)* corporate aircraft Tail Number: N506AB *(number)*.

Pilots: Primary Captain: Brian Randall
 Backup: Christina Johnson

First Officer: Primary: Robert Jeffries
 Backup: Mark Brown

Flight Attendant: Primary: Bonnie Hooper

They will be in *(country)* from August 11 to August 15, 2016. They will be transporting corporate executives from their corporate headquarters in Washington, DC to *(country)*, where the Sample Products executives will conduct business meetings with executives of Overseas Company at:

Overseas Company, Ltd.
123 Example Avenue, Suite 45
City, Province, Country, Postal Code
Telephone: 112-1234-5678

Sample Products, Inc. *(insert company name)* will financially guarantee their flight crew and corporate aircraft while in *(country)*.

We request that you issue the above-listed crewmembers single entry flight crew visas valid for one month. *(Please specify the requested visa type and duration.)* We appreciate your attention to this matter.

Sincerely,

Alice Matthews

Alice Matthews
Flight Coordinator
Overseas Company, Ltd.

(The letter must be signed by a representative of the overseas company, handler, or FBO.)

Sample Letter