



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

- Your original valid signed passport. It must have at least three blank pages marked "Visas" (at least two side by side) and must be valid for more than six months from the date of entry into Namibia.
- 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.
- Two identical passport-style (2"x2") photographs taken within the last 6 months (must be on photo paper and have a plain white background).
- Proof of purchase of airline tickets, such as a photocopy of the tickets or a confirmed itinerary with E-Ticket number.

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 Namibia. 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.

TOURIST TRAVELERS must also include:

- Copy of a recent bank statement. Account numbers may be blacked out for privacy; do not obscure any other information.

NON-US CITIZENS must also include:

- 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/>.

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, as well as citizens of Canada, Australia, U.K. and many European nations, do not require visas for tourist trips of less than 90 days. Visas are required for business trips.
- The U.S. State Department recommends that travelers entering or exiting Namibia via South Africa should have at least six unstamped visa pages in their passports (three sets of side by side blank pages.) G3 can assist with additional passport pages.
- The Embassy of Namibia issues tourist, business, and flight crew visas only. Applications for work, study, or residence visas must be lodged directly with the Namibian Ministry of Home Affairs.

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
NAMIBIA

There is No Substitute for Experience.

Concierge Service \$175.00 *Extra*

Consular Fees for Visa Processing

Visa Type	Mission Critical 48 Hours	Priority 4 Business Days	Expedited 6 Business Days
Single Entry Valid 3 Months	<input type="checkbox"/> \$105.00	<input type="checkbox"/> \$55.00	<input type="checkbox"/> \$55.00
Multiple Entry Valid 3 Months	<input type="checkbox"/> \$155.00	<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
NAMIBIA

VisaOrderForm

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
Exceptional service for exceptional people.
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:

ASSOCIATE NAME:

FOR OFFICE USE ONLY

DATE RECEIVED BY G3:

ORDER NUMBER:

OF TRAVELERS:



REPUBLIC OF NAMIBIA

Ministry of Home Affairs and Immigration

Immigration Control Act, 1993

APPLICATION FOR VISA
(Sections 12 and 13 / Regulation 11)

<p>FOR OFFICIAL USE ONLY Approved / Not Approved Single / Multiple entry</p>
File No.: _____
Date of issue: _____
Date of expiry: _____
Remarks: _____ _____ _____
Signature: _____
Date: _____

Items 4 to 10 to be completed by inserting an "X" in the appropriate box.

1. Surname: _____
2. First names: _____
3. Maiden name (if applicant is or was a married woman): _____
4. Sex: Male Female
5. Marital status: Never Married Married Divorced Widow/Widower
6. Have you at any time applied for a permit to settle permanently in Namibia? Yes No
7. Have you ever been restricted or refused entry to Namibia? Yes No
8. Have you ever been deported or ordered to leave Namibia? Yes No
9. Have you ever been convicted of any crime in any country? Yes No
10. Are you suffering from tuberculosis, or any other contagious lung disease; trachoma, or any other chronic eye infection, frambesia, yaws, scabies or any other contagious bacterial skin disease; syphilis or any other venereal disease; or leprosy or Acquired Immune Deficiency Syndrome virus (AIDS virus), or any mental illness or affliction? Yes No
11. If the reply to any one of the questions 6 to 10 is in the affirmative, attach full particulars.
12. Birth (a) Date: _____ (b) Place: _____ Country _____
13. Citizenship: _____ (if acquired by naturalization, state original citizenship)
14. Passport: (a) Number: _____ (b) Place of issue _____
(c) Date of issue: _____ (d) Date of expiry: _____
(e) Is passport valid for travel to Namibia: Yes No
15. (a) Present residential address: _____
_____ (b) Telephone no.: (_____) _____
16. Address and period of residence in country of which you are a permanent resident:
(a) Residential address: _____
(b) Telephone no.: (_____) _____ (c) Period: _____
17. Occupation or Profession: _____
18. Firm, company, university, etc., to which you are attached or which you represent:
(a) Name and address of employer: _____
(b) Telephone no.: (_____) _____
(c) Nature of business: _____
(d) If a student, name of university to which you are attached and the course pursued: _____
19. If accompanied by your wife and children state:

First Names	Date of Birth	Place of Birth
(a)
(b)
(c)

20. (a) What amount of money will you have available on arrival in Namibia for your own use? N\$ _____
(b) Will you be in possession of an onward/return ticket? Yes No

(N.B. separate applications have to be completed in respect of your spouse or children over the age of 16 years and children travelling with their own passports.)

NOTE: COMPLETE ONLY PART A OR B

(A) HOLIDAY / BUSINESS / WORK / TRANSIT / VISA

1. Intended date and port of arrival in Namibia: _____
2. (a) What is the purpose of your visit? _____
 (b) if it is for business purposes, explain in detail the nature of business: _____

 (c) Duration of intended visit (Number of days, weeks or months) _____
3. Places to be visited in Namibia (full address, including telephone number must be provided) _____

4. If the purpose of your visit is for medical treatment, please provide the following information:
 (a) Name of doctor, hospital or clinic you will visit: _____
 (b) Who will pay your medical expenses and hospital fees: _____
 (c) If you are liable for the expenses and fees above, state amount of funds available: _____
5. Proposed residential address in Namibia: _____
 _____ Telephone no.: (_____) _____
6. Names and addresses of relatives in Namibia:

Name	Address and Telephone number	Relationship
(a)
(b)

7. Date of last visit, if any, to Namibia: _____
8. Do you contribute professionally or otherwise to publications, radio, television or films? If so, give details: _____

9. (a) Destination after leaving Namibia: _____
 (b) Mode of travel to destination: _____
 (c) Intended date and port of departure: _____
 (d) Is your entry to that destination assured, e.g. do you hold a visa or a permit for permanent or temporary residence? (Proof to be submitted)

10. Reasons for travelling through Namibia: _____

(B) RETURN VISA

IMPORTANT

An applicant has to:

- (i) produce his or her passport or travel document; and
- (ii) submit proof of his or her right of residence in Namibia if not endorsed in his or her passport.

1. (a) Kind of Permit and number: _____
 (b) Date of departure: _____
 (c) Expected date of return: _____

2. Particulars of Residence in Namibia:

Date of first entry	Port of entry	Periods of residence in Namibia	
		From	To
.....
.....
.....

3. Countries to which you will be travelling:
 (a) _____ (b) _____ (c) _____ (d) _____
4. Purpose of journey (explain fully): _____

I solemnly declare that the above particulars given by me are true in substance and in fact and that I fully understand the meaning thereof.

Date: _____ Signature: _____

(N.B. Only the signature of the applicant will be accepted)



REPUBLIC OF NAMIBIA
Ministry of Home Affairs and Immigration
APPLICATION FOR VISA
INSTRUCTIONS AND INFORMATION

IMPORTANT

- (i) Failure to complete the visa application in detail may result in the delay or rejection of a visa.
- (ii) A separate application form must be completed by each applicant over the age of 16 years and by each applicant under the age of 16 years who is in possession of his/her own passport.
- (iii) Visas granted will be subject to the laws and regulations governing the admission of persons to the Republic of Namibia. A temporary visitor must, inter alia, be in possession of a valid passport which must bear a valid visa, if required, for entry into the Republic of Namibia; be of sound mind and body; have a clear record as far as certain criminal offences are concerned; and must satisfy the Immigration Officer at the port of arrival that he/she has sufficient means to support him/her for a reasonable period after his/her arrival, and for his/her return passage, if he/she is not in possession of a return ticket.

The Immigration Officer may require from the temporary visitor to make a cash deposit if he/she cannot comply with any of the above - mentioned requirements.

OFFICES AT WHICH VISAS ARE ISSUED

Diplomatic or consular representatives of the Republic of Namibia abroad. (See overleaf) The Ministry of Home Affairs and Immigration, Cohen Building, corner Independence Avenue and Casino Streets, Windhoek (Postal Address: Private Bag 13200, Windhoek) and in the case of holders of official or diplomatic passport or Laissez Passer, the Ministry of Foreign Affairs, Windhoek.

HOW TO OBTAIN A VISA

Applicant's must submit their completed applications to the nearest Namibian diplomatic or consular Representative at least 60 days prior to their proposed date of departure. Applicants in countries where Namibia is not represented may also send their applications directly to the Ministry of Home Affairs and Immigration, Windhoek. Applications may also be transmitted through the various airlines, shipping companies or travel agencies arranging the applicant's visit to the Republic of Namibia.

If the request for a visa is approved, the visa will be stamped in the passport and the passport returned. If the applicant's passport is not available, a loose leaf visa (i.e. a visa not endorsed in a passport) will be issued and forwarded to the applicant or his agent by airmail. If the date and place of arrival and the flight number is available, the Immigration Officer at the port of arrival in the Republic of Namibia will be advised accordingly, if necessary. In the case of urgency, the Ministry of Home Affairs and Immigration will be prepared to advise the applicant or the agent who has submitted the application, by telegram, telex or facsimile of the outcome of the visa application. The visa or other document authorising the applicant's entry into the Republic of Namibia must be produced to the Immigration Officer at the port of arrival in the Republic of Namibia.

PHOTOGRAPHS

An applicant who cannot submit his passport for a visa must attached two passport-type photographs, measuring 37 x 52 mm, to his/her visa application, and in the case where the applicant has to be forwarded by fax a copy of his/her photograph should accompany the application. The reverse side of the photographs must bear the applicant's name and signature.

PASSPORT

A valid passport (valid for at least 6 months longer than the intended stay) must accompany the visa application except in the case of the passport not being available.

HEALTH REQUIREMENTS

- (1) Yellow fever - Inoculation is a requirement only if the journey to the Republic of Namibia entails passing through the yellow fever area of Africa by any other means than by a scheduled air service.
- (2) The validity of Yellow fever certificates begins 10 days after the date of vaccination.

PERSONS IN TRANSIT

Persons applying for a transit visa must submit proof (if required) that they will be admitted to the country of their destination.

(This page must be retained by the applicant)

OFFICES AT WHICH VISAS ARE ISSUED

A OFFICES IN NAMIBIA

1. The Ministry of Home Affairs and Immigration

Cohen Building
corner Independence and Casino Streets
Private Bag 13200
Windhoek

2. The Ministry of Foreign Affairs

(In case of Official and Diplomatic Passports
or Laissez Passer)

B NAMIBIAN DIPLOMATIC MISSIONS ABROAD

1. Angola

Rua Dos Coquiros No. 37
P.O. Box 953, Luanda, Angola
Tel: 00244 - 2 - 395483/394730/3962811
Fax: 00244 - 2 - 339234

2. Belgium

Avenue de Tervuren 454
B 1150 Brussels, Belgium
Tel: 0032 - 2 - 771 - 14-10
Fax: 0032 - 2 - 771 - 96 - 89

3. Cuba

5th A Street 44-64 Miramar - Havana
Cuba
Tel: 0053 - 7 - 241 - 430/28
Fax: 0053 - 7 - 241 - 431

4. Ethiopia

Bole Road W. 17. K. 19 House No. 002
P.O. Box 1443, Addis Ababa, Ethiopia
Tel: 00251 - 1 - 611966/612055
Fax: 00251 - 1 - 612677

5. France

80 Avenue Foch 17, Square de L' Avenue Foch
Paris, France
Tel: 0033 - 144 - 17 - 3265/76
Fax: 0033 - 144 - 17 - 3273

6. Germany

5 Wichmannstrasse
10787, Berlin, Germany
Tel: 0049 - 30 - 2540950
Fax: 0049 - 30 - 25409555

7. Nigeria

Plot 1738 T.Y. Danyuma Street
Cadastral
Zone, A4 Asokoro, District Abuja
Tel: 00234 931 42740/1/2/3/4
Fax: 00234 931 42743

8. Sweden

Luntmakargatan 86-88, 111 22 Stockholm
Tel: 09468 612 7788
Fax: 09468 612 6655

9. United Kingdom

6 Chandos Street, London - WIM OLQ
United Kingdom
Tel: 0044 - 207 - 636 - 6244
Fax: 0044 - 207 - 637 - 5694/637099

10. United Nations

135 East 36 Street, New York
Tel: 001 - 212 - 685 - 2003
Fax: 001 - 212 - 685 - 1561

11. United States of America

1605 New Hampshire Ave. N.W.
Washington D.C., 20009 U.S.A.
Tel: 001 - 202 - 986 - 0540
Fax: 001 - 202 - 986 - 0443

12. Russian Federation

Street Konyushkovskaya, 28 Moscow
Tel: 07095 252 2471
Fax: 07095 253 9610

13. Zambia

30 A Mutende Road
P.O. Box 30577 Woodlands, Lusaka
Tel: 00260 - 1 - 260407/8
Fax: 00260 - 1 - 263858

14. Botswana

P.O. Box 987
2nd Floor, Debswana House
Gaborone
Tel: 00267 - 3902181
Fax: 00267 - 3902248



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