



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-US 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 international flight itinerary.
- Proof of accommodations, either:
  - Copy of hotel reservations, or
  - A letter of invitation from a private host.
- A recent bank or credit card statement showing the availability of at least \$100 per day for the duration of your trip. Account numbers may be blacked out for privacy; do not obscure any other information.

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 Serbia. 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.*

**Enhanced Services**

**G3 offers a range of optional Enhanced Services, available as individual add-ons or as a bundle:**

<b>Document Pre-Check:</b> Email <a href="mailto:ConciergeDesk@g3visas.com">ConciergeDesk@g3visas.com</a> for a thorough review of your documents within one business day, before you send them to one of our Operations Centers.	\$59.00
<b>Application Creation:</b> 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 within three business days, in PDF format for you to print and sign with a pen-to-paper signature.	\$150.00
<b>Application Correction:</b> G3 will correct any errors on your visa application within one business day, and email it to you for you to print, sign, and send in to our office.	\$55.00
<b>Business Letter Creation:</b> G3 will compose the necessary business letters for your visa application, and will email them to you within two business days to print on letterhead and sign.	\$50.00
<b>Inbound FedEx Airbill:</b> G3 will generate a FedEx Standard Overnight air bill for you to efficiently send your documents to our office.	\$35.00
<b>Return Delivery Confirmation:</b> Your G3 associate will track your package and follow up with you to confirm via phone or email to confirm you have received it.	\$15.00
<b>Complete Concierge Service: Opt for our bundled Concierge Service and receive every Enhanced Service listed above, and the ultimate in white glove customer care.</b>	<b>\$225.00</b>

**VISA NOTES**

- US citizens do not require visas for tourist, business, or flight crew trips of 90 days or less.
- Processing times are approximate. The Serbian Consulate must request visa approval from the Ministry of Internal Affairs in Belgrade, which may extend processing times beyond those listed on the following page.
- Citizens of the United Arab Emirates are subject to higher consular fees.

**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](http://www.g3visas.com/Policies.html).



Send to: G3 Global Services  
 Attn: Visa Department  
 11 East Adams Street, Suite 1605  
 Chicago, IL 60603  
 800.830.8472 | Chicago@g3visas.com

**CHICAGO  
 SERBIA**

*There is No Substitute for Experience.*

**Concierge Service**  \$225.00 *Extra*

**Consular Fees for Visa Processing**

Visa Type	Mission Critical 8 Business Days	Priority 14 Business Days	Expedited 20 Business Days
Tourist	<input type="checkbox"/> \$100.00	<input type="checkbox"/> \$100.00	<input type="checkbox"/> \$100.00
Business	<input type="checkbox"/> \$100.00	<input type="checkbox"/> \$100.00	<input type="checkbox"/> \$100.00
Flight Crew	<input type="checkbox"/> \$100.00	<input type="checkbox"/> \$100.00	<input type="checkbox"/> \$100.00

**G3 Service Fees**

Tourist	<input type="checkbox"/> \$219.00	<input type="checkbox"/> \$169.00	<input type="checkbox"/> \$99.00
Business	<input type="checkbox"/> \$219.00	<input type="checkbox"/> \$169.00	<input type="checkbox"/> \$99.00
Flight Crew	<input type="checkbox"/> \$219.00	<input type="checkbox"/> \$169.00	<input type="checkbox"/> \$99.00

**Return Delivery Fees**

<input type="checkbox"/> FedEx Standard Overnight Delivery Next Business Day by 3PM	\$35.00	<input type="checkbox"/> FedEx First Overnight* Delivery Next Business Day by 8:30AM	\$85.00
<input type="checkbox"/> FedEx Priority Overnight Delivery Next Business Day by 10:30AM	\$45.00	<input type="checkbox"/> FedEx Saturday Delivery* Delivery by 3PM	\$55.00
<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**, 11 East Adams Street, Suite 1605, Chicago, IL 60603  
 312.704.8472 Phone | 800.830.8472 Toll Free | 312.704.8150 Fax | Chicago@g3visas.com

[www.g3visas.com](http://www.g3visas.com)

Applicable Fees



Send to: G3 Global Services  
 Attn: Visa Department  
 11 East Adams Street, Suite 1605  
 Chicago, IL 60603  
 800.830.8472 | Chicago@g3visas.com

**CHICAGO  
 SERBIA**

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#:

**Enhanced Services Requested:**

- Document Pre-Check, \$59.00
  - Application Creation, \$150.00
  - Application Correction, \$55.00
  - Business Letter Creation, \$50.00
  - Inbound FedEx Airbill, \$35.00
  - Return Delivery Confirmation, \$15.00
- or bundle all services above with our*
- Complete Concierge Service, \$225.00**

**Total Fees from Applicable Fees Page**

*Please include Applicable Fees page with your request.*

	FEE	# Travelers	TOTAL
Enhanced Service 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"/>
Passport Protection Plan	<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"/>
		<b>Total Payment Enclosed</b>	<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:

DATE RECEIVED BY G3:

ORDER NUMBER:

# OF TRAVELERS:

FOR OFFICE USE ONLY



# Захтев за издавање визе\*

## Visa Application\*

**Генерални конзулат Републике Србије**  
 Consulate General of the Republic of Serbia  
 201 E Ohio St. Suite 200  
 Chicago IL 60611

1. Презиме 1. Surname(s) / family name(s)		5. ID-број (податак није обавезан) 5. ID-number (optional)		<b>Испуњава конзулат</b> For consulate use only  Датум пријема:  Одговорно лице:  Додатна документа:  <input type="checkbox"/> Валидна ПИ <input type="checkbox"/> Финансијска средства <input type="checkbox"/> Позив <input type="checkbox"/> Начин путовања <input type="checkbox"/> Путно осигурање <input type="checkbox"/> Друго:  Виза:  <input type="checkbox"/> Одбијена  <input type="checkbox"/> Издава  Врста визе:  <input type="checkbox"/> А <input type="checkbox"/> В <input type="checkbox"/> С <input type="checkbox"/> D  Број улазака:  <input type="checkbox"/> 1 <input type="checkbox"/> 2 <input type="checkbox"/> Вишекратна							
2. Презиме при рођењу 2. Maiden name											
3. Име 3. First name(s)											
4. Датум рођења (година-месец-дан) 4. Date of birth (year-month-day)											
6. Место и држава рођења 6. Place and country of birth											
7. Држављанство 7. Current nationality/ies		8. Првобитно држављанство (при рођењу) 8. Original nationality (nationality at birth)									
9. <input type="checkbox"/> мушки <input type="checkbox"/> женски Пол Male Female 9 Sex		10. Статус: 10. Marital status: <table style="width: 100%; border: none;"> <tr> <td><input type="checkbox"/> нежењен/неудата Single</td> <td><input type="checkbox"/> ожењен/удата Married</td> <td><input type="checkbox"/> раздвојен/а Separated</td> </tr> <tr> <td><input type="checkbox"/> разведен/а Divorced</td> <td><input type="checkbox"/> удовац/удовица Widow(er)</td> <td><input type="checkbox"/> друго Other</td> </tr> </table>				<input type="checkbox"/> нежењен/неудата Single	<input type="checkbox"/> ожењен/удата Married	<input type="checkbox"/> раздвојен/а Separated	<input type="checkbox"/> разведен/а Divorced	<input type="checkbox"/> удовац/удовица Widow(er)	<input type="checkbox"/> друго Other
<input type="checkbox"/> нежењен/неудата Single	<input type="checkbox"/> ожењен/удата Married	<input type="checkbox"/> раздвојен/а Separated									
<input type="checkbox"/> разведен/а Divorced	<input type="checkbox"/> удовац/удовица Widow(er)	<input type="checkbox"/> друго Other									
11. Име оца 11. Father's name		12. Име мајке 12. Mother's name									
13. Врста путне исправе 13. Type of passport		15. Издава од 15. Issued by									
14. Број путне исправе 14. Number of passport		16. Датум издавања 16. Date of issue									
17. Важи до 17. Expiry date		18. Да ли поседујете дозволу за повратак у државу боравака - у случају да живите у држави која није ваша држава по пореклу? 18. If you reside in a country other than your country of origin, do you have permission to return to that country?									
*19. Тренутна професија *19. Current occupation		*20. Фирма, адреса и телефонски број послодавца. За студенте, назив и адреса образовне установе *20. Employer and employer's address and telephone number. For students, name and address of school.									
21. Држава одредишта 21. Country of destination		22. Врста визе: 22. Type of visa: <table style="width: 100%; border: none;"> <tr> <td><input type="checkbox"/> аеродромска транзитна Airport transit /A/</td> <td><input type="checkbox"/> за краткотрајни боравак Short stay /C/</td> <td rowspan="2" style="vertical-align: top;">                     23. Виза                      23. Visa                     <table style="width: 100%; border: none;"> <tr> <td><input type="checkbox"/> појединачна Individual</td> </tr> <tr> <td><input type="checkbox"/> групна Collective</td> </tr> </table> </td> </tr> <tr> <td><input type="checkbox"/> транзитна Transit /B/</td> <td><input type="checkbox"/> за дужи боравак Long stay /D/</td> </tr> </table>		<input type="checkbox"/> аеродромска транзитна Airport transit /A/	<input type="checkbox"/> за краткотрајни боравак Short stay /C/	23. Виза 23. Visa <table style="width: 100%; border: none;"> <tr> <td><input type="checkbox"/> појединачна Individual</td> </tr> <tr> <td><input type="checkbox"/> групна Collective</td> </tr> </table>	<input type="checkbox"/> појединачна Individual	<input type="checkbox"/> групна Collective	<input type="checkbox"/> транзитна Transit /B/	<input type="checkbox"/> за дужи боравак Long stay /D/	
<input type="checkbox"/> аеродромска транзитна Airport transit /A/	<input type="checkbox"/> за краткотрајни боравак Short stay /C/	23. Виза 23. Visa <table style="width: 100%; border: none;"> <tr> <td><input type="checkbox"/> појединачна Individual</td> </tr> <tr> <td><input type="checkbox"/> групна Collective</td> </tr> </table>	<input type="checkbox"/> појединачна Individual	<input type="checkbox"/> групна Collective							
<input type="checkbox"/> појединачна Individual											
<input type="checkbox"/> групна Collective											
<input type="checkbox"/> транзитна Transit /B/	<input type="checkbox"/> за дужи боравак Long stay /D/										
24. Замољени број улазака: 24. Number of entries requested:		25. Број дана боравака 25. Length of visit									
26. Друге визе (које су издате у последње три године) и важност тих виза 26. Other visas (issued during the past three years) and their period of validity		27. У случају транзита: Да ли поседујете дозволу за улазак у трећу државу? 27. In the case of transit, do you have an entry permit for the country of final destination?									
*28. Претходни боравак у Републици Србији: *28. Previous visits to the Republic of Serbia:		Орган издавања: Issuing authority:									

\* Образац је бесплатан  
 \* This application form is free

29. Сврха путовања 29. Purpose of travel  <input type="checkbox"/> туризам Tourism  <input type="checkbox"/> пословна посета Business  <input type="checkbox"/> посета рођаку или познанику Visit to family or friends  <input type="checkbox"/> култура/спорт Cultural/Sports  <input type="checkbox"/> званична посета Official  <input type="checkbox"/> здравствени разлози Medical reasons  <input type="checkbox"/> други разлози (молимо да их наведете): Other (please specify):			<b>Испуњава конзулат</b> <b>For consulate use only</b>
*30. Датум доласка у Републику Србију *30. Date of arrival in Republic of Serbia		*31. Датум одласка из Републике Србије *31. Date of departure from Republic of Serbia	
*32. Гранични прелаз при уласку у Републику Србију *32. Border post of first entry or transit route		*33. Превозно средство *33. Means of transport	
*34. Име лица или назив фирме, која вас позива. У случају фирме име контакт особе. У случају туристичке посете име и адреса хотела или привремена адреса у Републици Србији *34. Name of host or company in the Republic of Serbia and contact person in host company. If not applicable, give name of hotel or temporary address in the Republic of Serbia			
		Телефон и факс Telephone and telefax	
Потпуна адреса Full address		e-mail адреса e-mail address	
*35. Ко сноси трошкове вашег путовања и боравка? *35. Who is paying for your travel and living costs?  <input type="checkbox"/> молилац за визу Myself  <input type="checkbox"/> особа која позива Host person(s)		Наведите ко и како и приложите одговарајуће доказе о томе State who and in what way, and present corresponding documentation  <input type="checkbox"/> фирма која позива Host company	
*36. Новчана средства за издржавање *36. Means of support during your stay  <input type="checkbox"/> готовина Cash  <input type="checkbox"/> путнички чекови Traveller's cheques  <input type="checkbox"/> кредитне картице Credit cards  <input type="checkbox"/> смештај Accommodation  <input type="checkbox"/> друго: Other:  <input type="checkbox"/> путничко или здравствено осигурање. Важи до: Travel and/or health insurance. Valid until:			
37. Презиме брачног друга 37. Spouse's family name		38. Девојачко презиме брачног друга 38. Spouse's maiden name	
39. Име брачног друга 39. Spouse's first name	40. Датум рођења брачног друга 40. Spouse's date of birth	41. Место и држава рођења брачног друга 41. Spouses's place and country of birth	
42. Деца (За сваки пасош мора да се испуни посебан формулар) 42. Children (Application must be submitted separately for each passport)			
Презиме Surname	Име First name	Датум рођења Date of birth	
1			
2			
3			
43. Слажем се да се лични подаци у овој молби пошаљу одговарајућим органима Републике Србије, у случају када је то потребно за издавање визе Изјављујем да су горњи подаци тачни и потпуни. Свестан/на сам, да ће због могуће лажне изјаве моја молба за визу бити одбијена односно да ће већ издата виза бити поништена. Обавезујем се да ћу напустити територију Републике Србије до истека важности, у случају издавања визе. Упознат сам да је издавање визе само један од предуслова за улазак на територију Републике Србије. 43. 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 the Republic of Serbia and processed by those authorities if a visa is required. I declare that to the best of my knowledge all particulars supplied by me are correct and complete. At my express request, the consular authority processing my application will inform me of the manner in which I may exercise my right to check the personal data concerning me and have them altered or deleted. I am aware that my false statements will lead to my application being rejected or to the cancellation of a visa already granted. I undertake to leave the territory of the Republic of Serbia before the expiry of the visa, if granted. I have been informed that possession of a visa is only one of the prerequisites for entry into the territory of the Republic of Serbia.			
44. Адреса молиоца 44. Applicant's home address		45. Телефон 45. Telephone number	
46. Место и датум 46. Place and date		47. Потпис (за малолетне потпис стараоца 47. Signature (for minors, signature of custodian/guardian)	



## 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