Embassy of Ghana

Consular Section

Laan Copes van Cattenburch 70

2585 GD ‘s-Gravenhage

## Date Our reference Subject Direct dial

Datum Letter of Guarantee +31 (0)Tel.nr.

Dear Sirs,

This is to certify the proper behaviour of #Mr. Naam reiziger#, #Beroep#, employed by our company, who is required to travel to your country for business discussions with: #Reden reis#.

This business trip is scheduled on #Vertrekdatum# for a stay of #aantal dagen verblijf# in your country. He intends to visit your country with a #single/multiple# entry, valid for max. #aantal dagen# days.

#Mr. Naam reiziger# is already #aantal jaren# years working for our company and has overall #aantal jaren# years experience.

We take full responsibility for all expenses involved with and resulting from #Mr. Naam reiziger#'s travelling in your country. We will provide him with a return ticket.

Passport data:

Name : …

Birth date : …

Place of birth : …

Passport number : …

Date of issue : …

Date of expiry : …

Please issue the appropriate visa.

Yours truly,

**#****Naam firma#**

#Naam ondertekenaar#

#Functie#