

Invitation & Sponsor Letter

For certain types of visas such as Business and Work visas, a letter of invitation and/or a letter of sponsorship is required. Some countries may also request a letter of invitation for a Tourist visa, as well. Please see the visa requirements for the country you will be going to in order to determine if this letter will be necessary for your visa application.

A **Letter of Invitation** is a letter that must be written by the individual, business or organization that will be hosting you in the country you will visit. Such a letter must be written and signed by the individual, business, or organization and be written on their letterhead. Some countries may require such a letter to be notarized or registered with a government agency in the country to which you will be visiting BEFORE it is sent to you to be submitted with your visa application. Please double-check the visa requirements to ensure that you fulfill all requirements for this letter. and/or

A **Letter of Introduction** is a letter that must be written by your organization or business and which must indicate the reason for your travel and describe your position at the company. This letter must also be written on your company's letterhead and signed by someone other than you.

An indication of **sponsorship** is important for embassies and consulates to know who will be financially supporting your travels while in their country. If your organization or business will be supporting you, they must mention this in the Letter of Introduction. If the individual, business or organization who will be writing the Letter of Invitation will be sponsoring you, then they must specifically state this in their Letter of Invitation.

General Requirements for an Invitation Letter:

This letter must:

1. Be written by the individual, organization, or business that will be hosting you in the country you are to visit;
2. Be addressed to the "Embassy of (the country to be visited), Consular Section, Washington, DC" (unless otherwise instructed in the requirements);
3. Be printed on their letterhead stationery, and signed by a senior manager (an equivalent to Vice-President or above);
4. Mention the applicant, indicate their relationship to the applicant, and explain the purpose of the applicant's visit;
5. Indicate the length and place of stay of the applicant, and include the company's contact information;
6. If they will be assuming financial responsibility and sponsorship for the applicant, they must indicate this, as well.

NOTE: Individual countries may have more specific criteria for this letter. Please see the visa requirements to ensure you fulfill all requirements for the country for which you need a visa.

General Requirements for an Invitation Letter:

This letter must:

1. Be written by your company or organization here in the US;
2. Be printed on their letterhead stationery, and signed by a senior manager (someone OTHER than the applicant);
3. Briefly introduce the applicant and specify employment status/position held in the company by applicant;
4. Assure that the visa applicant will maintain his/her residency in the United States;
5. State the nature of the business to be performed by the applicant;
6. Indicate the length and place of stay, and include the company's contact information;
7. Guarantee return transportation and sufficient funds for the applicant's visit.

NOTE: Individual countries may have more specific criteria for this letter. Please see the visa requirements to ensure you fulfill all requirements for the country for which you need a visa.

[Click here](#) for an example of a Letter of Introduction. NOTE: This letter does NOT have to be notarized (like the sample indicates) unless required by the country.

Please [contact us](#) if you have any questions or concerns.