(TEMPLATE –VISA APPLICATION LETTER)

Original typewritten letter is to be submitted to the Canadian Chamber on company letterhead (with full coordinates), once it has been duly signed by an authorized representative.
If no letter of waiver on file, the letter must be notarized and accompanied by an original or notarized copy of proof of registration in Canada (with validity period) – either with the federal or provincial government (if not submitted prior).

Name of Embassy
Consular Section
Address

Dear Sirs:

This letter is to present [name of applicant, position and company name.]

The purpose of [name of applicant] visit to [country name] is to represent [company name] on a visit to [purpose of visit.]

The relevant information pertaining to this visit is as follows:

Name of applicant
Nationality
Passport #
Date of issue of passport
Expiry date
Place of birth
Date of birth
Religion
Occupation
Name of inviting company
Period of stay

We kindly ask you to grant [name of applicant] the appropriate visa for the above mentioned purpose. Please be advised that [company name] will accept full financial responsibility for [name of applicant] during this visit.

Yours truly,

.....
Authorized Signature Date
.....
Print Name/Title

On the _____day of _____, 20___, the signatory has:

- proved to me, on the basis of satisfactory evidence, to be the person whose name appears as signatory on these documents;
- acknowledged that he/she executed the same in his/her authorized capacity; and
- sworn before me as to the accuracy of information contained in the document referenced above.

Signature & seal of Notary or Commissioner
if CCC does not have a letter of waiver on file.

.....
Notary Public/Commissioner of Oaths Date

.....
Print Name Seal

Authorized Trade Association

The **Canadian Chamber of Commerce**
360 Albert Street, Suite 420
OTTAWA, Ontario K1R 7X7 CANADA

This is to confirm that, upon review of documents submitted to us by **(company name)**, and to the best of our knowledge and belief, that the above-named organization is registered as a Canadian enterprise.

.....
Authorized Signature Date

.....
Print Name Seal