**CONSULATE GENERAL of the UNITED STATES OF AMERICA**

**ISTANBUL**

Dear Sir / Madam,

(seyahat edecek kişinin ismi soyismi) who is employed as (çalıştığı görev) in our company will be travelling to your country with touristic(yada business) purposes between (gidiş tarih) – (dönüş tarih).

All expenses regarding this travel will be covered by (masraflar kim tarafından karşılanacak)

We kindly request your assistance in issuing the necessary visa.

Yours Sincerely,

(imza sirkülerinde ismi geçen yetkilinin ismi + soyismi)