**………………. BAŞKONSOLOSLUĞU**

**İSTANBUL**

**Whom it may concern,**

**Our sales manager Mr. Murat YALÇINKAYA will travel to your country between ……07.2015 – ……07.2015 for tourism. We guarantee the returning of him on above mentioned departure date. All his expenses during the travel ( his accommodation, transfers and in case of any accident or illness ) will be under guarantee of our company.**

**We kindly ask you to give the required visa..**

**OTEL İSMİ ve ADRESİ**

**Yours sincerely,**

**FİRMA KAŞE ve İMZASI**

**(İmza yetkilisi tarafından imzalanacaktır.)**