

Date:

To,

The Visa Officer

Embassy of Finland

Delhi

Subject: Request for a Work Visa

Dear Sir / Madam,

_____ (Brief Company profile)

This is to introduce _____ (Applicant's Name, Designation) bearing passport number, _____ is a bonafide employee of our company, _____ (name of company).

He is travelling to Finland for a period of _____ (duration of travel) for Work (Mention the purpose of travel in brief).

During this trip, all expenses pertaining to his travel would be borne by the company/ Individual (as applicable).

Please find the visa application form duly filled and signed along with the valid passport, Photographs and the relevant documents for your perusal.

Kindly consider the application and grant necessary visa.

Thanking You,

_____ (Name & Signature of authorized Signatory)

_____ (Designation)

_____ (Company Name along with stamp / seal Contact Details)