**Letter of Guarantee for […]**

To:

**The Country Embassy in Hanoi**

**Visa Section**

Dear Consular Officer,

I hope this email finds you well. I am writing on behalf of [Company]. We are pleased to inform you that several of our [employees/partners] have been selected to participate in the upcoming [trip/event/meeting] hosted by [Organisation] in Country.

**Details below**

* **[Trip/event/meeting] Name:** (if any)
* **Location:** (if any)
* **Arrival Dates:**
* **Departure Date:**
* **Attendees:** [Approximately 45 executives from]

[Company] is committed to covering all expenses related to this trip, including transportation, hotel accommodation, health insurance, and any other incidental costs. Our company values the professional development and networking opportunities that such events provide, and we believe that participation in [event/meeting] will enhance our employees’ skills and contribute to their continued success.

As part of the visa application process, we kindly request your assistance in facilitating the issuance of visas for the following individuals:

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| STT | FULLNAME | DOB | SEX | PPNO | NOTE |
| 1 |  |  |  |  |  |
| 2 |  |  |  |  |
| 3 |  |  |  |  |  |
| 4 |  |  |  |  |
| 5 |  |  |  |  |  |
| 6 |  |  |  |  |
| 45 |  |  |  |  |

We have attached the necessary documents, including invitation letters, event details, and proof of employment, to support their visa applications. Should you require any additional information or clarification, please do not hesitate to contact me directly at [Your Contact Information].

We sincerely appreciate your attention to this matter and look forward to a successful collaboration. Thank you for your kind assistance.

Best regards,

**NGUYEN DAI DIEN**

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