# **Travel Notarized Letter**

**Your Company Letterhead**

To : Consulate of  (Country to be visited)

(DATE)

Dear Sirs/Madam:

This letter is to inform you that our employee, (Your Name), (Your Title), will be traveling on (Travel Date) to (Country to be visited) on company business to see (Host) to (Reason for Visit) for (Number of Days of Visit).

Thank you for your assistance in expediting his passport application.

Sincerely,

Authorized Signer other than you

Title

Phone Number

Notary Seal and Signature