

ON COMPANY LETTER HEAD

Month Day, Year

TO WHOM IT MAY CONCERN

Paragraph providing Name of Company and reason for traveling

The Company will be staying at the following address:

ADDRESS starting on MM/DD/YY until MM/DD/YY

The touring company are:

Beneficiary Full Name DOB

Beneficiary Full Name DOB

Beneficiary Full Name DOB

Beneficiary Full Name DOB

Feel free to contact me if you have any questions or concerns.

Sincerely,

Signature

First & Last Name, Job Title

Email Address