

# KOP SURAT PERUSAHAAN / TOKO

Jakarta, \_\_\_\_\_ 20\_\_

To:  
Visa Section of  
**EMBASSY OF SCHENGEN COUNTRIES / UNITED KINGDOM**  
**Jakarta**

Dear Sir/Madam,

With this letter, I would like to inform you that I am the undersigned,

Name : (Nama yang mensponsori)  
Position : (Posisi yang mensponsori)

Certify that,

Name : (Nama Anda) SESUAI PASPOR  
Position : (Posisi Anda dalam perusahaan)  
Paspor No :  
Working Since : Masa kerja di perusahaan / toko tersebut

Name : (Nama keluarga Anda yang ikut di sponsori) SESUAI PASPOR  
Relation : (Hubungannya dengan Anda)  
Paspor No :

Are planning to have vacation to European countries, including your country, on 20<sup>th</sup> December 2012 until 02<sup>nd</sup> January 2013 **(Tanggal, Bulan, Tahun:dari berangkat hingga kembali ke indonesia)**

I acknowledge and guarantee that (He/She/They) will not seek any employment or permanent stay into your country and will return to Indonesia soon after (His/Her/Their) holiday trip is completed. All kinds of expenses during the trip of above purpose are fully covered by (Their/His/Her) personal account.

Kindly grant (Them/Him/Her) the necessary entry visa in order to join in the tour program. Your kind assistance will be very highly appreciated.

Sincerely yours,

**Distempel dan ditanda tangani oleh yang mensponsori**

Nama yang mensponsori  
Posisi yang mensponsori