

Sample of Guarantee Letter for Business Visa

Hong Kong, (date)

To the Consulate-General of Italy
Suite 3201 Central Plaza
18 Harbour Road
Wanchai
Hong Kong

Attn: VISA SECTION

Dear Sir/Madam,

Re: Visa application for our employee: _____ (HKID N° _____)

I, the undersigned, (name of the representative of the Company), legal representative of (name of the Company), hereby declare that (applicant's name specifying position, salary and resumption of employment) would like to visit your country from _____ (proposed date of entry) to _____ (proposed date of exit) in order to (exact purpose of trip).

We are requesting a (single/double/multiple entry) (type of visa) to be issued for at least (number of days).

(Company name) hereby declares to be responsible for his/her:

- 1) Return to Hong Kong;
- 2) Accommodation expenses in Italy;
- 3) All expenses related to the whole duration of his/her stay in Italy;
- 4) Costs for eventual repatriation;
- 5) Medical expenses not covered by the applicant's insurance (if any).

We declare to be aware of the criminal and administrative consequences under Italian law (Art. 12 D.L. 25.07.1978 N° 286) of any activity aimed at illegally introducing foreigners on the territory of the Italian Republic.

Yours faithfully,

(Signature and Company's chop)

Name of Guarantor in print
Position in the company

BANK ENDORSEMENT

(Authorized signature and bank seal. Please type in BLOCK LETTERS the name of the bank officer as well as the bank's address and telephone number.