The Visa Officer 01.06.2020

America Consulate General

Ankara, Turkey

DearSir/Madam,

This is to confirm that **Mr.** **(İsim Soyisim)** who is working as an **(Mesleği-Pozisyon)** in our firm since **(İşe başlama tarihi)** , will be travelling to America between the dates of **(Gidiş tarihi)** and **(Dönüş tarihi)** vacation purposes.

Therefore, we would like to obtain a short-term and single entry visa for **Mr.** **(İsim Soyisim).** Upon him return from America to Turkey, he will resume him work in our firm. All him expenses will be covered by himself.

We kindly request you to supply him the required visa for entering America.

Should you have any questions concerning this application, please do not hesitate to contact the undersigned.

Your truly.

**(Şirket yetkilisi kaşe-imza)**