**본인회사 레터헤드(영문)**

**The Consular Section                                        Date : 26. JUN. 2015**

**Embassy of the Republic of India**

**TRAVEL ORDER**

**I, the undersigned, as the president of (영문회사명) hereby** **certify that following staff is to travel on official business trip to INDIA for the purpose of listed below.**

|  |  |  |
| --- | --- | --- |
| **Name in Full** | **: HONG GIL DONG** | |
| **Position** | **: MANAGER** | |
| **Date of Birth** | **: 00. JAN. 1989** | |
| **Purpose of Travel** | **: BUSINESS MEETING** | |
| **DESTINATION** | **: 현지 도시명** | |
| **Kind of Requested visa** | **: 1 YEAR MULTIPLE (07. JUL. 2015 – 06. JUL. 2016)** | |
| **07. JUL. 2015 ~ 17. JUL. 2015**  **29. NOV. 2015 ~ 04. DEC. 2015**  **11. MAY. 2016 ~ 20. MAY. 2016**  **(임의의 날짜 지정)** | |
| **Visiting Company** |  | |
| 1. **Company** | **: 현지 회사명** | |
| **2) Address** | **: 현지 정확한 회사 주소** | |
| **3) Tel. No** | **: 91-0000000000** | |

**This is to certify that we are dispatching  HONG GIL DONG to the above destination.** **All necessary permission given to him will be highly appreciated.** **We will guarantee all expenses during his stay in your country including roundtrip transportation charge.**

**회사 명판 및 인감 또는 직인**