

<OFFICIAL LETTERHEAD OF INVITING ENTITY>

Date

xxxxxxxxxxxxxx

(Name of Ambassador)

(Address of the Embassy)



Please check the appropriate names and address
on the DFA website

Subject: Visa application of <NAME/s OF APPLICANT/s, <NATIONALITY/ies>

Dear (Name of Ambassador),

This is to respectfully request for a visa to <NAME/s OF APPLICANT/s, <position>, a missionary who will be travelling to the Philippines to participate in a _____<event> which will be held at <venue in the Philippines> on <date/s of event>.

<Background of the event.> <Reasons for the request.>

Travel and accommodation throughout his stay will be financed by <the government agency or contact person>. The **undersigned/name of office/agency** shall be responsible for the welfare, acts and movement of <NAME/s> during his/their stay in the Philippines and guarantees that <NAME/s> will not be a public charge to the government.

Attached are copies of his/her flight details showing expected dates of arrival and departure on <dates of arrival and departure, respectively>, passport data page, and previously issued Philippine Visa/s.

Should there be any clarifications, you may contact <contact person> at <telephone/cell number>. Thank you for the consideration.

Very truly yours,

<NAME OF CONTACT PERSON/HEAD OF OFFICE>
<POSITION>