Date

Embassy of the Russian Federation

13 Kensington Palace Gardens

London

W8 4QX

Dear Sirs

This is to confirm that (name of traveller, passport number) is employed by (name of UK company) as (job title).

S/he is required to travel to Russia between (dates of travel) for business purposes at the request of:

Name, address, telephone number and contact name of company to be visited in Russia

We also confirm that (name of traveller) has sufficient funds and accommodation booked for their stay in Russia.

Yours faithfully

Name of person signing

Position in Company