Date

Embassy of the Republic of Kazakhstan

Consular Section

125 Pall Mall

London

SW1Y 5EA

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 Kazakhstan between (dates of travel) for business purposes at the request of:

(Name, address, telephone number and contact name of company to be visited in Kazakhstan)

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

Yours faithfully

Name of person signing

Position in Company