

Sample Employer Statement

[enter company name]

[enter company address]

[enter company postcode]

Date [current date]

We [enter company name] hereby declare that [given names, surname and date of birth applicant] is employed by our company in the position of [job title] as of [enter starting date current job].

[enter Mr.or Ms.] [enter surname] will be travelling to Russia for business purposes with [enter company name] in order to [enter description of activities].

Therefore a Business [select one: Single / Double / Multiple] Entry Visa with a validity of [enter visa validity] is requested from [enter issue date of visa] to [enter expiry date of visa].

With kind regards,

[signature]

[Signee's name and jobtitle]