## **Sample Employer Statement**

[enter company name]
[enter company adress]
[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]