

## OFFICIAL LETTERHEAD OF PRIVATE COMPANY

Date

**Ms. LEAH M. BASINANG-RUIZ**

Ambassador  
 W Building, Rue Mar Geris  
 Hadath, Baabda  
 Mount Lebanon,  
 Republic of Lebanon

Sample address to be used. Please check the appropriate names and address on the DFA website

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

Dear Ambassador Basinang-Ruiz,

This is to respectfully request for visa assistance to the invitees listed below, who have filed his/their application in the <Philippine Embassy/Consulate in **PLACE**> on <DATE> to attend as delegate/s to the <event> which will be held at <venue in the Philippines> on <date/s of event>.

Name	Passport #	Date of birth	Place of birth
<name appearing on the data page of his/her passport>		DD Month YYYY	Mumbai

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

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

Very truly yours,

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

Courtesy copy:

The Assistant Secretary, Office of Consular Affairs