THE LETTER SHOULD BE WRITTEN ON THE COMPANY LETTERHEAD
(Logo/corporate design, Name, address and contacts in INDIA)

COMPANY SUPPORT LETTER

Registration no.   **Date: January** 1ˢᵗ, 2015

To: Consular Section
Embassy of Romania in New Delhi
D-6/6, Vasant Vihar, New Delhi - 110 057

Subject: Request for Romanian Short-Stay Business Visa (C/A)

Please amend this template as necessary for every individual applicant. The support letter should contain at least the following information

Dear Sir,

Short description of the company. Why the company needs to send its employee in Romania, purpose of the travel (detailed description of the activity) and duration, destination (Counterpart Company), type, duration and validity of the visa needed and number of entries.

1. Employee full name:
2. Date and place of birth:
3. Passport details
   - Passport No:
   - Date of issuance:
   - Date of expiry:
4. Qualification:
5. Designation:
6. Date of joining company:
7. Total experience in work:
8. Gross Monthly Salary in India:
9. Expected departure date and duration of travel:
10. Destination of travel:
11. Go and return air ticket:
12. Travel insurance:
13. Accommodation in Romania:
14. Statement guaranteeing financial support for the employee while in Romania: the exact amount of Per Diem/Daily Allowance which will be received in advance of the travel (including lodging, feeding, domestic transportation etc.) in cash/credit card (equivalent in USD/EUR):
15. Documents attached (company/personal):

Note: All the expenses of the applicant will be borne by Company during the stay in Romania.
The applicant is covered under insurance (for collective insurances) coverage through (*Name of the company*) which will cover all the medical insurance up to (*the amount*) per incident.
I confirm that all information given on the application form is true and correct.
Company Authorized Signatory: _____
                                                                   (Signature)

Seal   _____
                                                                   (Full Name)

                                          _____
                                          (Position in the company, full contact details)