### To Ministry of Foreign Affairs of the Kingdom of Thailand

# Wednesday, 2024-01-24

## Subject: Visa to Thailand for our employee Mr. Full name of the Applicant

### To whom it may concern,

We hereby kindly apply for a Non-Immigrant visa for our employee Mr. FULL NAME OF THE APPLICANT (born Date of Birth) passport number PASSPORT NUMBER who will be travelling to Thailand in September 2023 and later during the year on behalf of our company to DETAILED PURPOSE OF THE TRIP.

The project is scheduled for 12th-13st of March 2024. Description of the project and full address and contact information of the company of visit.

Mr./Mrs. Full name of the Applicant is employed with Name of the Employer Company since Date of Employment Start as a Job .

We confirm that Mr. Full name of the Applicant will hold sufficient funds to cover his/her stay together with return ticket to Copenhagen. Name of the Employer Company accepts full responsibility in connection with the travel and costs will be payed by Name of the Company.

We also confirm that Mr. Full name of the Applicant will return to Denmark before the visa expires.

We thank you in advance for issuing the visa. In case of any clarification, please do not hesitate to contact us.

Best regards,

XXXXXXX-Name of the Signatory

XXXXXX- Job Title

Name of the Company

XXXXXX Address,

Phone: +XXXXXX

E.mail: XXXXXXX@xxx.com