

<OFFICIAL LETTERHEAD OF SPONSORING ENTITY>

Date

xxxxxxxxxxxxxx  
(Name of Ambassador)  
(Address of the Embassy)



Please check the appropriate names and address on the DFA website

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

Dear (Name of Ambassador),

This is to respectfully request for a visa to the missionaries listed below. They will be travelling to the Philippines to participate in a \_\_\_\_\_<event> which will be held at <venue in the Philippines> on <date/s of event>.

<Background of the event.> <Reasons for the request.>

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

Travel and accommodation throughout their stay will be financed by <the government agency or contact person>.

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

Very truly yours,

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