



Embassy
of the Federal Republic of Germany
Pretoria

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Sample for a South African Business Letter

Letterhead

Date
Full street address with postal code
Telephone number

Application for Mr/Ms

- Confirmation of employment
(including to mention how long the applicant has been employed by the company)
- Naming the purpose of travel (training, meeting, conference etc.)
- Stating the requested period for the trip (exact dates or requested period)
- Giving full details of the event venue (full address where the event/business meeting will take place)
- Confirmation of Hotel/Private booking including full street address.

Confirmation of acceptance of costs (if applicable) :

We confirm that we will cover all costs according to §§66-68 of the German Aliens law: concerning travel/living expenses, accommodation, medical/healthcare dependency expenses, including the costs for deportation or expulsion.

Yours faithfully,

Signature
Print name