

**Embassy of Italy
Consular Chancellery
Kuwait**

Subject: SALARY CERTIFICATE AND VISA REQUEST

Your Excellency,

(Name of the person apply for the visa), (Nationality) national holding Passport No(mentioned the passport no) , Kuwait Civil ID No (mention the number) is currently employed as a (Position) in (company name). He has been working with us since (date of joining).

He is drawing a monthly salary of _____ (amount in numbers and words)

We request your esteemed embassy to grant him/her a visa to travel to (city in Italy) to attend (Event name) which is held in (Month and year) /or to visit (name of the Italian company) in order to (object of the business travel)

Travel Schedule is as follows:

Arriving on (date) and departing Italy on (date)

All his travel expenses for air ticket, hotel accommodation and other expenses will be paid by the company.

After attending the event, we guarantee the aforesaid employee/officer return back to Kuwait, where he/she shall resume his/her work with (name of the company).

Authorized Signatory

(Name)

(Signature)