

Nigeria High Commission  
Nigeria House  
9 Northumberland Avenue  
London  
WC2N 5BX

<DATE>

Dear Sir/Madam

This letter is to confirm that <NAME OF UK COMPANY> will sponsor <NAME OF TRAVELLER> for a  
<MULTIPLE OR SINGLE > entry business visa.

<NAME OF TRAVELLER>, whose passport number is <TRAVELLER'S PASSPORT NUMBER>, has been  
employed by <NAME OF UK COMPANY> as a <JOB TITLE> since <DATE>. <HIS/HER> contact number  
is <TRAVELLER TEL NO>.

<NAME OF TRAVELLER> is planning on visiting <NAME OF NIGERIAN COMPANY/ORGANISATION> for  
business discussions only, starting on the <DATE> and returning to work on the <DATE>, and will  
undertake no work in Nigeria.

Please feel free to contact me on <UK COMPANY TEL NO AND FULL ADDRESS> if you have any  
questions.

Thank you for your assistance in this matter.

Yours faithfully,

<NAME AND JOB TITLE – must be managerial job title>