1. Appendices
   1. Schengen Sending Letter Template

SENDING LETTER – BUSINESS VISITOR – ON COMPANY HEADED PAPER

Date: [insert date]

TO WHOM IT MAY CONCERN:

**Name of the Employee:**

**Passport Number:**

**Date of Birth:**

[Name of Company, address, company registration number – “A”] have invited [insert name of worker] to visit their premises at [enter location] between the dates of [Insert start date] and [Insert end date].

[Name] is a national of [insert nationality] where they permanently reside. After visiting [insert name of the Schengen member state] they will return to [insert the name of the return destination in the UK].

[Name] is an employee of this company, having worked for the company for xx years and is currently paid an annual salary of €xxxxx. Their job title is xxxx.

[Insert name of sending company] will pay for the entire costs of the journey to and from the UK. [Name] will be departing from [insert date and the location of departure], arriving at [insert the arrival destination], on [date] and has a return ticket paid in advance by this company.

Whilst in [insert the name of the Schengen member state] they will visit “A” for business meetings and site inspections [insert the purposes of the business visit] which will take place over a period of xx days and afterwards they will return to [insert return location in the UK] on [date].

Their accommodation costs whilst in [insert name of the Schengen member state] will be met entirely by [insert the name of the employer /this company] who will also provide them with [explain how subsistence costs will be met e.g. a daily subsistence allowance of €xx] to meet the entire costs of their subsistence for their time in [insert name of the Schengen member state].

Whilst in [insert name of the Schengen member state], [Name] will be staying at the following address:

[insert address where they will be staying]

We have attached to this letter:

1. Copy confirmation of the pre-paid return flights
2. Copy confirmation of the pre-paid accommodation
3. Letter of invitation from “A”

Signed:

Dated:

Position/Job title:

* 1. Schengen Invitation Letter Template

SUPPORTING LETTER – BUSINESS VISITOR – ON COMPANY HEADED PAPER

Date: [insert date]

TO WHOM IT MAY CONCERN:

**Name of the Business Visitor:**

**Passport Number:**

**Date of Birth:**

[Name of Company, address, company registration number – “A”] have invited [insert name of worker] to visit their premises at [enter location] between the dates of [Insert start date] and [Insert end date].

[Name] is a national of [insert nationality] where they permanently reside. After visiting [insert name of the Schengen member state] they will return to [insert the name of the return destination in the UK].

[Name] is an employee of [insert name of the UK employer] who will pay for the entire costs of the journey to and from the UK. [Name] will be departing from [insert date and the location of departure], arriving at [insert the arrival destination].

Whilst in [insert the name of the Schengen member state] they will visit “A” for business meetings and site inspections [insert the purposes of the business visit], which will take place over a period of xx days and afterwards they will return to [insert return location] in the UK on [date].

Their accommodation costs whilst in [insert name of the Schengen member state] will be met entirely by [insert the name of the employer /this company] who will also provide them with [explain how subsistence costs will be met e.g. a daily subsistence allowance of €xx] to meet the entire costs of their subsistence for their time in [insert name of the Schengen member state].

Whilst in [insert name of the Schengen member state], [Name] will be staying at the following address:

[insert address where he/she will be staying]

Signed:

Dated:

Position/Job title:

Contract Telephone Number: