The consular section Embassy of **<나라명 기입>** in Seoul

**TRAVEL ORDER**

**Name in Full : KIM HANA**

**Date of Birth : 01. Mar. 1995**

**Occupation : Office worker, Manager(직업, 직위)**

**Passport No. : M12345678(여권번호)**

**Duration of Trip : 14. Aug. 2014 ~ 18. Aug. 2014 (출장 기간)**

**Destination : (현지회사명, 주소, 연락처)**

**Purpose of Trip : (방문목적 상세기입 / 어떠한 활동,목적에 대한 미팅인지)**

This is certify that we are dispatching KIM HANA for the purpose of the above mentioned facts. Your cooperation issuing the entry visa for him(her) would be highly appreciated.

This company will guarantee to undertake a full support such as round trip air fare, boarding and incidental expenses to be incurred during stay.

Date of Issue : 발급일

**President of <회사명 기입> 명판/직인 필수**