**ABC Company (Pvt.) Ltd.**

**123, Main Street, Colombo 1.**

**Tel: 0112 123 123. Email-abc@abc.com**

, 2018.

The Visa Officer

Dept. of Immigration & Emigration,

Battaramulla.

Dear Sir / Madam,

LETTER OF AUTHORITY FOR PROCESSING OF VISA

I/We hereby declare that I/we have handed over the below mentioned passports, with relevant supporting documents to Ms.Renosha Morais (NIC no.768182680V) of **Ms. Island Visa Services** and hereby, authorize the company to act on my/our behalf as my/our visa agent, to procure the required visa, issued by the Dept. of Immigration & Emigration in Sri Lanka.

|  |  |  |
| --- | --- | --- |
| **NAME** | **PASSPORT NO.** | **APPLICANT’S NATIONALITY** |
|  |  |  |
|  |  |  |

Thank You,

Yours Truly,

Jonathan Andrew

Director