

To,  
**Dubai Visa Processing Center,**  
(Address of the Nearest DVPC VAC)

Date: \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_

**SUB: LETTER OF GUARANTEE**

Dear Sir / Madam,

We \_\_\_\_\_ <Name of Travel Agency> \_\_\_\_\_, wish to utilize the services of your organization for processing the Dubai visa for our privileged & known clients.

We expect a sizeable movement of our clients and anticipate to process \_\_\_\_\_ nos. of Visa during the year 2011. Therefore request your office to process the visa on minimum documents as mentioned below :-

- 1) Application form duly filled up & signed by the passenger in original.
- 2) Clear & Colour Photo of size 4.3 cms x 5.5 cms, and front view.
- 3) Passport in Original + Xerox of first two & last two pages of the Passport as well as the address page, if the same is not mentioned in the last page, observation pages (if any) . Xerox of last entry & exit stamp in UAE, valid visa pages if any.
- 4) Individual Demand Draft for each applicant,
- 5) Confirmed Air Tickets (In-bound & Out-bound), detailed travel itinerary with fare calculation.
- 6) Covering letter from the TA signed by the authorized signatory with each applications, giving the details of the passenger.

We hereby declare and undertake to you that we shall ensure that all our passengers strictly adhere to the Flight Schedule submitted at the time of submission of the Visa Application Form. We \_\_\_\_\_ <Name of Travel Agency> \_\_\_\_\_, irrevocably indemnifies, keep indemnified, saved and harmless Dubai Visa Processing Center from & against all its officers, employees, agents against all cost, charges, claims, damages and the like that may arise or be attributable to any or all such passengers defaulting in their terms & conditions for grant of visa to visit the United Arab Emirates and whose applications are submitted through \_\_\_\_\_ <Name of Travel Agency> \_\_\_\_\_.

We \_\_\_\_\_ <Name of Travel Agency> \_\_\_\_\_, take full responsibility of all the passengers, and ensure that the passengers depart Dubai within the validity of the visa period.

Specimen Signature of the person, who is authorized to sign the covering letter on behalf of \_\_\_\_\_ <Name of Travel Agency> \_\_\_\_\_, is as given below.

Signature: \_\_\_\_\_

Name: \_\_\_\_\_

Designation : \_\_\_\_\_

Thanking you,

Yours truly,

for M/s. <Name of Travel Agency>  
(SPECIFY Name of the Authorized Signatory)

Company Seal