

(PRINTED ON OFFICIAL COMPANY LETTERHEAD)

Date:

BUSINESS VISA PROGRAM COORDINATOR

Non-Immigrant Visa Section

Embassy of the United States of America

Ankara, Türkiye

RE: AUTHORIZED SIGNATORIES

Dear Sir/Madam,

In connection with the Business Visa Program of the U.S. Embassy, please find below the authorized signatories for [Company Name]:

Signatory Name

Position: [Job Title]

Email: [Email Address]

Phone: [Phone Number]

Signature: (Sample Signature)

Signatory Name

Position: [Job Title]

Email: [Email Address]

Phone: [Phone Number]

Signature: (Sample Signature)

Signatory Name

Position: [Job Title]

Email: [Email Address]

Phone: [Phone Number]

Signature: (Sample Signature)

Signatory Name

Position: [Job Title]

Email: [Email Address]

Phone: [Phone Number]

Signature: (Sample Signature)

Should you need any further information, please feel free to contact us.

Sincerely,

[Your Name]

[Your Position]

[Company Name]

