

### **Sample of request for 3-year multiple entry visa to Russia:**

Visa categories: **Business or humanitarian**

1. Invitation should come on the letterhead of the host company with full detail of contacts, address, **tax payer number** and stamped;
2. Invitation should be addressed to Embassy of Russia, Washington, DC
3. A description provided by host regarding the invitee's (applicant) visit, (what exactly he/she will be doing in Russia, (more specific) what is need or reason for the applicant requesting for multiple entry three year visa;
4. Applicant's employment position in his/her company, address and contacts in the USA;
5. All **passport details must be** on the invitation such as full name as appears in the passport, passport number, date of issue, expiration date;
6. Category of visa business or humanitarian and type of visa multiple;
7. Duration of stay in Russia;
8. Full address to stay in Russia;
9. Places or cities to be visited in Russia;
10. Date of exit on the application have be one shorter , for example (10 January 2013 end exit date should be 09 January 2017) one shorter
11. Signature, dates, contacts, position of the person who sign the letter of invitation and the invitation must be signed by head of the company or Manager of the department only;
12. If the invitation comes from the company there is no need to notarize the letter of invitation;

### **Sample of signed cover letter from the applicant:**

Embassy of Russian Federation  
Washington, DC  
Consular Section

Dear Si/Madam:

Given the recent visa changes for U.S. citizens to visit Russian Federation I, would like to request for a multiple three years visa for the period of \_\_\_\_\_ to \_\_\_\_\_. I believe this would enable me to enjoy visiting your country anytime or season. My passport detail as follows:

Full Name: as appears in your passport

Nationality:

Passport number:

Date of Birth:

Place of Birth:

Sex:

Date of issue:

Date of expiration:

My address in USA:

Cities to be visited in Russia:

I appreciate your kind consideration in issuance of a three visa. I will be looking forward to visit Russia now and in the near future.

Cordially,

Signature

Full name

Phone number

e-mail address

**Visa requirements subject to change without further notice.**