If you are in need of an invitation letter for a business visa, please fill out the following form and send the completed document to HR@rocketsoftware.com. Please note if you are accessing this document through SharePoint, you must **download** this form onto your computer before editing (editing within SharePoint will not work).

|  |  |
| --- | --- |
| **Full Name (as shown on Passport):** |  |
| **Country that issued Passport:** |  |
| **Passport number:** |  |
| **Passport expiration date:** | Click or tap to enter a date. |
| **Dates of travel:** | **Arrival:** Click or tap to enter a date. **Departure:** Click or tap to enter a date. |
| **Business reason for travel (brief description):** | Choose an item. |
| **Rocket office location you will be traveling to:** | Choose an item. |
| **Consulate to address the letter to:** |  |
| **Any additional details you want included in your invitation letter:** |  |

Please allow 2-3 business days for your invitation letter to be issued. If you need immediate assistance, please call our HR Coordinator at + 1 781–684-2103 to expedite your request.

Thank you,

Rocket HR