

**[Business Member Letterhead]**

Annex A

[Date]

Christopher Machin  
Consul  
U.S. Consulate General – Dubai  
Dubai  
United Arab Emirates

Re: Visa Appointment Facilitation Program  
Expedited Appointment Request

Dear Consul,

As a business member of the American Business Council of Dubai & the Northern Emirates (the "ABC") and pursuant to a) the ABC's Visa Appointment Facilitation Program and b) the Business Visa Program of the U.S. Mission to the United Arab Emirates, **[Name of Company]** respectfully requests an expedited visa interview appointment for **[insert employee/applicant's full name and title/position]**. **[Insert employee/applicant's full name]** is a current employee of **[Name of Company]** and has been for **[insert employee/applicant length of employment with company]**.

**[Insert employee/applicant's full name]** has a valid business purpose to travel to the U.S. for **[brief description of business purpose for travel]**. Prior to this request, the employee/applicant sought an appointment via the internet-based appointment system of the U.S. Consulate General in Dubai (the "Consulate") and could not obtain a timely appointment. The dates of the applicant's proposed travel to the United States are **[insert travel dates]**.

In connection with this request, **[Name of Company]** hereby certifies to the Consulate and the ABC that, as of the date hereof, all information contained in this letter is true and correct.

Thank you for your attention to this request.

Very truly yours,

**[Name of Company]**

By: \_\_\_\_\_  
[Representative of Company]

Encl: DS-160 Visa Application Confirmation Sheet with photo  
Scanned copy of the bio-data page of applicant's passport  
Scanned copy of non-immigrant visa application fee receipt from NBAD  
**[If applicable, scanned copy of previously issued U.S. B1/B2 visa]**

cc: ABC Dubai