

Consular Officer  
Relevant Foreign Mission  
COUNTRY

Dear Sir/Madam,

This letter serves to verify that the following persons are holding confirmed reservations to visit Papua New Guinea, per the itinerary below. Their bookings have been made with \_\_\_\_\_ (agent name, address & bus. regn #)\_\_\_\_\_

Guest name / Nationality / Passport #

Guest name / Nationality / Passport #

Itinerary details:

7Oct05	Depart (country of origin)	
9Oct05	Singapore/Port Moresby	PX
	4 nights at ----	
13Oct05	Port Moresby/Alotau	PX
	4 nights at -----	
17Oct05	Alotau/Port Moresby	PX
	2 nights at -----	
19Oct05	Port Moresby/Tokyo	PX
	Return to (country of origin)	

We request your assistance with issuance of Single Entry Tourist Visas. The above information has also been submitted to the Director General of Immigration & Citizenship Division, Department of Foreign Affairs in Port Moresby, Papua New Guinea.

Thank you in advance for your assistance and co-operation.

Sincerely,  
(PNG 'host' Company / PNGDA Member)

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Director General  
Immigration & Citizenship Division  
Department of Foreign Affairs  
Waigani NCD  
PAPUA NEW GUINEA

Dear Sir,

We write to request your assistance with issuance of Single Entry Tourists Visas for the following persons:

Guest name / Nationality / Passport #

Guest name / Nationality / Passport #

Applications for Single Entry Tourist Visas have been submitted to the [Consular Officer](#) at (name & location of foreign mission). These guests are holding confirmed reservations to visit Papua New Guinea as follows:

(itinerary details per above)

Thank you in advance for your assistance and cooperation.

Sincerely,  
(PNG 'host' Company / PNGDA Member)