Linh Nguyen
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Ho Chi Minh City, 25 August 2027

Consulate of the Federal Republic of Germany – Visa Section

Subject: Application for a short-stay Schengen visa (business trip) – Linh Nguyen

Dear Sir or Madam,

I am applying for a single-entry short-stay Schengen visa for a seven-day business trip to Berlin, from 8 to 14 October 2027.

1. Purpose of the trip
My employer, Mekong Ceramics Joint Stock Company, is sending me to Berlin. From 9 to 11 October 2027 I will represent the company on its stand at the Berlin Ceramics & Tableware Fair at Messe Berlin; the enclosed exhibitor confirmation shows our stand. On 12 and 13 October 2027 I will meet the purchasing team of Hallberg Trading GmbH, our customer in Germany since 2024, to prepare the orders for 2028. Ms Anna Weber, its Head of Purchasing, invites me in the enclosed letter.

2. Accommodation and costs
I will stay at a hotel near the exhibition grounds, already booked. As Hallberg Trading GmbH also states in its letter, my employer covers my flights, the hotel and a daily allowance. Any medical costs are covered by my travel medical insurance.

3. Work and residence
I have worked for Mekong Ceramics Joint Stock Company as Export Manager since 2022. The enclosed letter from my employer confirms my employment and serves as the mission order for this trip.

4. Return
I will fly back on 14 October 2027, the date shown on the enclosed flight reservation, and will be back at work on 15 October 2027.

Yours faithfully,

Linh Nguyen

Enclosures: passport, application form and photograph; return flight reservation; travel medical insurance; itinerary; three months of bank statements; employer's letter and mission order; invitation from Hallberg Trading GmbH with Ms Weber's ID and the company's register extract; exhibitor confirmation; hotel booking.