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No.....

**SOCIALIST REPUBLIC OF VIETNAM**

**Independence – Freedom - Happiness**

**RECOMMENDATION FOR BUSINESS TRIP**

Kindly Attn.: .....

We has the honor to introduce Mr/Ms: .....

Position:.....

Identity card number: .....

Being assigned to: .....

For the purpose of: .....

We respectfully request: .....

to assist Mr/Ms ..... for the task completion.

Valid from:.....until.....

*Date*.....

**REPRESENT**

(sign and seal)

**Name**.....

*Position*:.....