

[Your Address / Company Letterhead]
[Your Phone Number] | [Your Email]

[Date]

The Director of Immigration
Ghana Immigration Service
Headquarters, Accra

Dear Sir/Madam,

APPLICATION FOR EMERGENCY ENTRY VISA ON ARRIVAL. (VISA ON ARRIVAL)

I write to request an Emergency Entry Visa (Visa on Arrival) for [Visitor's Full Name], holder of passport number [Passport Number], who will be traveling from [Country of Departure/Origin] to Ghana.

- Date of arrival: [Arrival Date]
- Duration of stay: [Number of Days/Weeks] (Departure: [Departure Date])
- Purpose of visit: [Tourism / Business / Conference / Family Visit / etc.]
- Travel itinerary: [Airline + Flight Number(s) + Route, or attach itinerary]
- Place of lodging: [Hotel Name + Address] / [Residential Address in Ghana]

I/We undertake responsibility as host/sponsor and confirm that the visitor will comply with the laws and regulations of Ghana during the stay.

Attached are the supporting documents for your kind consideration.

Yours faithfully,

[Signature]
[Full Name of Host / Authorized Signatory]
[Company/Organization (if applicable)]
[Host ID type/number (optional)]
[Phone Number]
[Email Address]