



MOSCOW CITY CENTER

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Reservations Department: Tel: +7 495 937 3100, Fax: +7 495 937 3101, E-mail: [mowcy.reservations@courtyard.com](mailto:mowcy.reservations@courtyard.com)

VISA SUPPORT REQUEST

Dear Guest,

If you require a visa support letter, please complete this form and send us back to fax number + **7 495 937 3101**.

**Please note that reservation should be guaranteed with a credit card number.**

Mr / Mrs \_\_\_\_\_  
(Full name and surname of each guest)

Citizenship \_\_\_\_\_

Passport Number \_\_\_\_\_

Date of issue \_\_\_\_\_ Expiry Date \_\_\_\_\_

Relevant authority issuing the passport \_\_\_\_\_

Date of Birth \_\_\_\_\_

Hotel confirmation number \_\_\_\_\_

\*\*\*\* Please be advised that some Embassies require an accommodation to be fully prepaid. In this case a 100% deposit for the entire stay is required as a guarantee. For further information please contact to our Reservation department at +7 495 937 3100; E-Mail [mowcy.reservations@courtyard.com](mailto:mowcy.reservations@courtyard.com).

**IMPORTANT:**

This service is free of charge for all guests who check in to the hotel. Should the reservation be cancelled a fee of 3,000 RUR for each visa support letter will be charged automatically to the credit card indicated as a guarantee in the reservation. Special conditions apply for a visa support requests for stays over 10 days: 50% deposit for the entire stay is required as a guarantee; in case of cancellation or non-arrival Hotel reserves the right to keep the deposit.

Being the subject of the personal data, I hereby consent to processing of my personal data transferred by LLC "CYBM Voznesenskiy Hotel Leasing"

Yes, I accept these conditions \_\_\_\_\_  
(Signature of card holder)

Please provide your fax number \_\_\_\_\_

Please provide your e-mail address \_\_\_\_\_