



## Appendix E Request for Approval of Freelance Work/Home-Based Business Sample Memorandum

### MEMORANDUM

**TO:** AMBASSADOR, POST  
(CONSUL GENERAL, POST) (Use whichever is appropriate)

**FROM:** Your Name

**SUBJECT:** Request for approval of freelance work/home-based business

**DATE:**

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Dear Sir/Madam:

- I am the spouse of (employee's name), assigned to the U.S. Embassy (Consulate) with (agency name) and wish to engage in freelancing as \_\_\_\_\_/run a home-based business as \_\_\_\_\_ (Give specific details about your intended work).
- My work would be performed at \_\_\_\_\_. My clientele base would be \_\_\_\_\_.
- I would like permission to use our government living quarters for my home-based business.
- I understand that I will not enjoy civil immunity in matters arising from this freelance work/home-based business and that I have an obligation to meet \_\_\_\_\_ (host country) and U.S. tax requirements.

Thank you for your attention to this matter.

Sincerely,