

Sample Business letter

DATE

Consulate of COUNTRY OF DESTINATION
Washington, DC

Dear Sir or Madam,

This letter is to introduce TRAVELER'S NAME (passport #, date of issuance and expiration date), who holds the position of POSITION with COMPANY NAME. TRAVELER'S NAME is planning to visit COUNTRY OF DESTINATION from DATE to DATE for business meetings with: NAME OF THE SPONSORING COMPANY.

Name and address of our contact in DESTINATION COUNTRY is:

CONTACT NAME
CONTACT ADDRESS
CONTACT PHONE

TRAVELER'S NAME will represent U.S. COMPANY'S NAME in the meeting. The meetings will include discussions of TOPIC MUST BE EXPLAINED IN DETAIL in support of TRAVELER'S NAME business interests in DESTINATION COUNTRY.

We respectfully request that you grant TRAVELER'S NAME a business visa valid for SINGLE/DOUBLE/MULTIPLE journeys to COUNTRY OF DESTINATION.

U.S. COMPANY NAME guarantees round-trip transportation, financial support and good moral conduct for TRAVELER'S NAME. During the course of his/her visit, TRAVELER'S NAME will fully observe the laws of DESTINATION COUNTRY. If you require any further information please do not hesitate to contact us at your convenience.

Thank you in advance for your assistance in granting this visa request.

Sincerely,
(MUST BE SIGNED BY SOMEONE OTHER THAN THE APPLICANT)
NAME OF PERSON SIGNING THE LETTER
POSITION