**Sample Business Letter**

* The letter should be addressed to the embassy/consulate of the country you intend to visit and written on company letterhead
* The US company VP/manager must sign this letter not the applicant
* The letter must be signed and original

Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Embassy / Consulate of** (**Country**)

Visa/Passport Section

**Dear Sir / Madam,**

(applicantname in full and passport number)is employed at (US company name)as our (applicant’s position). He/she is planning a business trip to (destination country) on (departure date from USA) for (explain briefly the purpose of the business - e.g. discuss sales, hold business meetings, arrange distribution/exhibition of our products).

During his/her visit in (country name**)**, (applicant's name) will meet with (host company contact name, company name and address) from (date of entry) to (departure date).

Our company (US company name) will be fully responsible and guarantees all the financial expenses of (applicant name) while (he/she) is visiting (destination country) including (his/her) accommodation and the round trip airfare.

We appreciate all efforts and courtesies you may extend to us in order that (applicant’s name) may receive (type and validity of visa – e.g. multiple one-year months business) visa as the earliest opportunity.

We thank you for your attention to this matter. Please contact me on (phone number), should you have any questions.

Sincerely,

(Company officer’s signature – not the applicant)

(Title)