

Sample Business Letter

ON YOUR COMPANY LETTERHEAD

****Please print on company stationary****

(Date)

Consulate General of: **(country you are traveling to)**
Consular Section

Dear Visa Officer:

This letter is to introduce **(Name of Traveler)**, **(Title)**, **(Your Company Name)**. **(Name of Traveler)** has been employed by **(Your Company Name)** for **(Duration of Employment)**. **(Name of Traveler)** is planning a business trip to **(City and Country)**, Arriving on **(Date of Entry)**, Departing on **(Date of Departure)**, to conduct **(Brief description of business trip)**.

While in your country **(Name of Traveler)** will be meeting with:

(Contact Company Name)

(Contact Name)

(Contact Address 1)

(Contact Address 2)

(Contact Telephone)

(Name of Traveler) will be in possession of a round trip airline ticket. **(Name of Your Company)** hereby guarantees all travel and other support expenses of **(Name of Traveler)** during their trip. **(Name of Your Company)** respectfully requests **(Name of Traveler)** be granted a **(state the type of visa and the validity of the visa you are requesting. For example: a 1 year multiple entry business visa.)**

Thank You

(Name) (Include ORIGINAL Signature)
(Title)