

[Your Name]  
[Your Address]  
[City, State, Zip Code]  
[Email Address]  
[Phone Number]  
[Date]  
[Consulate General/Embassy Name]  
[Consulate Address]  
[City, State, Zip Code]  
Subject: Business Visa Application

Dear Sir/Madam,

I am writing to apply for a business visa to [Country Name] to attend [briefly describe the purpose of your trip, e.g., a business meeting, conference, trade fair, etc.]. My travel dates are planned from [start date] to [end date].

I am the [Your Position] at [Your Company Name], located in [Your Company Address]. Our company specializes in [brief description of your company and its activities].

The purpose of my visit is to [provide details about meetings, events, or activities planned, and mention any important contacts or partners].

Attached to this letter, you will find the necessary documents supporting my application, including:

1. A completed visa application form
2. A valid passport
3. Invitation letter from [inviting company/organization]
4. Proof of accommodation in [Country Name]
5. Travel itinerary
6. [Any additional documents you may have]

I assure you that I will adhere to all visa regulations during my stay in [Country Name] and will return to [Your Home Country] upon completion of my business activities.

Thank you for considering my application. I look forward to your positive response.

Sincerely,

[Your Signature (if submitting a hard copy)]

[Your Name]

[Your Position]

[Your Company Name]