

[Your Name]
[Your Address]
[City, State, Zip Code]
[Email Address]
[Phone Number]
[Date]

[Recipient's Name]
[Recipient's Title]
[Embassy/Consulate Name]
[Embassy/Consulate Address]
[City, State, Zip Code]

Dear [Recipient's Name],

Subject: Application for Business Visa

I am writing to apply for a business visa to [Destination Country] for [duration of stay, e.g., two weeks] from [start date] to [end date]. I am the [Your Job Title] at [Your Company Name], and the purpose of my visit is to [briefly explain the purpose, e.g., attend meetings, negotiate contracts, etc.].

During my stay, I will be meeting with [Name of the companies or individuals you will meet], and I believe this trip will be beneficial for both my company and the potential partners in [Destination Country]. I have attached the necessary documents to support my application, including:

1. Passport copy
2. Invitation letter from [Company/Individual you will meet]
3. Company registration certificate
4. Financial statements
5. Travel itinerary
6. [Any additional relevant documents]

I appreciate your attention to my visa application and look forward to your positive response.

Thank you for your consideration.

Sincerely,

[Your Signature (if sending a hard copy)]
[Your Printed Name]
[Your Job Title]
[Your Company Name]