

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

Dear Sir/Madam,

Subject: Application for Business Visa

I am writing to apply for a business visa to [Country Name] for the purpose of [briefly state the purpose, e.g., attending a business meeting, conference, etc.]. I am currently [your position] at [your company name], and we are planning to [briefly explain the business activities planned during the trip].

The travel dates are from [start date] to [end date], and I will be entering [City, Country] on [arrival date]. During my stay, I will be accommodated at [hotel name/another accommodation details].

I have attached the necessary documents, including:

1. Completed visa application form
2. Passport copy
3. Invitation letter from [partner/company in destination country]
4. Proof of employment
5. Travel itinerary

Thank you for considering my request. I am looking forward to your positive response.

Sincerely,

[Your Name]
[Your Position]
[Your Company Name]
[Company Address]