

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

[Consulate/Embassy Name]  
[Consulate/Embassy Address]  
[City, State, Zip Code]

Subject: Application for Business Visa

Dear Sir/Madam,

I am writing to apply for a business visa to [Country Name] for the purpose of conducting business meetings from [start date] to [end date]. I am [Your Position] at [Your Company Name], which specializes in [brief description of your business]. During my visit, I will be meeting with [Names of individuals or companies] to discuss [specific topics or projects].

Attached to this letter, please find the following documents to support my visa application:

1. Completed visa application form
2. Passport copy
3. Invitation letter from [Company Name]
4. Company registration documents
5. Proof of travel itinerary (flight and hotel bookings)
6. Recent bank statements

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

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

Sincerely,

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