

[Your Company Letterhead]

[Date]

[Recipient's Name]

[Recipient's Title]

[Embassy/Consulate Name]

[Address]

[City, State, Zip Code]

Dear [Recipient's Name],

Subject: Business Visa Application for [Applicant's Name]

I am writing to support the business visa application of [Applicant's Name], who is [job title] at [Your Company Name], located at [Company Address]. We are a [brief description of your company and its operations].

[Applicant's Name] is scheduled to visit [Country] from [start date] to [end date] to [specific business purpose, e.g., attend a conference, meet partners, conduct negotiations]. This visit is essential for our business as it will [explain the significance of the trip, e.g., foster partnerships, explore new markets].

We assure you that [Applicant's Name] will comply with all regulations and return to [his/her home country] upon completion of the visit.

Attached are the necessary documents, including [list documents, e.g., itinerary, proof of accommodation, financial statements].

Thank you for considering this application. Should you require any further information, please do not hesitate to contact me at [your phone number] or [your email address].

Sincerely,

[Your Name]

[Your Job Title]

[Your Company Name]

[Your Phone Number]

[Your Email Address]