

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

[Consulate General of Bhutan]
[Consulate Address]
[City, State, Zip Code]

Subject: Application for Business Visa to Bhutan

Dear Sir/Madam,

I am writing to apply for a business visa to Bhutan for [duration of stay] from [start date] to [end date]. I am [Your Position] at [Your Company Name], based in [Your Country].

The purpose of my visit is to [briefly explain the purpose of your business visit, e.g., attend meetings, negotiate contracts, explore business opportunities, etc.], and I believe that this trip will be mutually beneficial for both [Your Company Name] and [Relevant Bhutanese Company/Organization].

I have attached the required documents, including:

1. A completed visa application form.
2. A valid passport with at least six months validity.
3. A recent passport-sized photograph.
4. An invitation letter from [Name of Bhutanese company or organization].
5. Proof of business registration in [Your Country].
6. Travel itinerary and accommodation details.

Please let me know if you require any further information or documentation. I appreciate your consideration of my application and look forward to your positive response.

Thank you.

Sincerely,

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