

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

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

Subject: Application for Bhutan Business Visa

Dear Sir/Madam,

I am writing to apply for a business visa to Bhutan. My name is [Your Name], and I am [Your Position] at [Your Company Name], located in [Your Company Address]. We are engaged in [briefly describe your business activities] and are seeking to expand our operations in Bhutan.

I plan to visit Bhutan from [start date] to [end date] for business meetings with [mention the companies/individuals you will meet] and to explore potential partnerships in [specific industry or sector].

Enclosed with this letter are the required documents to support my visa application, including:

1. Completed visa application form
2. Passport-sized photographs
3. Copy of my passport
4. Invitation letter from [the invitation source in Bhutan]
5. Company registration documents
6. Proof of accommodation arrangements

I assure you that I will comply with all the laws and regulations of Bhutan during my stay. I kindly request that you process my visa application at your earliest convenience.

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

Sincerely,

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