

[Your Name]  
[Your Address]  
[City, State, Zip Code]  
[Email Address]  
[Phone Number]  
[Date]  
[Recipient Name or "To Whom It May Concern"]  
[Embassy/Consulate Name]  
[Embassy/Consulate Address]  
[City, State, Zip Code]

Subject: Application for Business Visa

Dear [Recipient Name/Consul Officer],

I am writing to formally apply for a business visa to [Country Name]. My name is [Your Name] and I am [Your Job Title] at [Your Company Name], located at [Company Address].

I am planning to travel to [Country Name] from [Start Date] to [End Date] to [briefly explain the purpose of your visit, e.g., attend a business conference, meet with clients, conduct market research, etc.].

During my visit, I will [provide details about meetings, conferences, or activities planned]. I believe this trip will contribute significantly to our business objectives and foster a progressive relationship between our companies.

I have attached the required documents to support my application, including:

1. Completed visa application form
2. Company invitation letter
3. Proof of flight itinerary
4. Evidence of financial means (bank statements)
5. Travel insurance documentation
6. [Any other required documents]

I appreciate your time and consideration of my visa application. Please feel free to contact me at [Your Phone Number] or [Your Email Address] should you require any further information or clarification.

Thank you for your attention to this matter. I look forward to your favorable response.

Sincerely,

[Your Name]  
[Your Job Title]  
[Your Company Name]