

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

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

Dear [Recipient Name],

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

I am writing to support the business visa application of [Applicant's Name], who is [his/her/their] position at [Applicant's Company Name]. We have invited [him/her/them] to visit [Country Name] to participate in [describe the purpose of the visit, e.g., meetings, conferences, site visits] from [start date] to [end date].

[Applicant's Name] holds a vital role in our organization, and [his/her/their] participation in [specific event or activity] is crucial for the continued development of our business relationships and the implementation of our projects.

During the visit, [he/she/they] will be engaged in [briefly outline the activities planned during the visit]. We assure you that [Applicant's Name] will abide by the laws and regulations of [Country Name] during [his/her/their] stay.

We will cover all expenses associated with [Applicant's Name]'s travel, accommodation, and daily allowances throughout [his/her/their] visit.

Thank you for considering this application. We are eager to strengthen our business ties and look forward to [Applicant's Name]'s visit.

Sincerely,

[Your Signature (if sending a hard copy)]  
[Your Name]  
[Your Position]  
[Your Company Name]