

[Your Company Letterhead]

[Your Name]

[Your Position]

[Company Name]

[Company Address]

[City, State, Zip Code]

[Email Address]

[Phone Number]

[Date]

[Recipient Name]

[Recipient Position]

[Recipient Company Name]

[Recipient Company Address]

[City, State, Zip Code]

Dear [Recipient Name],

Subject: Invitation for Business Visa

I am writing to formally invite you to [Country] to attend [specific event/meeting/conference] scheduled on [date(s)]. As [your position/title] at [your company name], I believe your participation will be valuable to our ongoing collaboration and future projects.

The purpose of your visit is to [explain purpose of the visit and any relevant details]. During your stay, we will cover all expenses related to your business trip, including travel, accommodation, and meals.

Please do not hesitate to contact me should you need any further information or assistance in processing your visa application.

We look forward to your positive response.

Best regards,

[Your Signature (if sending a hard copy)]

[Your Printed Name]

[Your Position]

[Company Name]