

[Your Company Letterhead]

[Date]

[Recipient's Name]

[Recipient's Title]

[Recipient's Company]

[Recipient's Address]

[City, State, Zip Code]

Dear [Recipient's Name],

I am writing to confirm that [Applicant's Name] is an employee of [Your Company Name] and has been working with us since [Start Date] as a [Job Title].

We are pleased to support [his/her/their] application for a business visa to [Destination Country] for the purpose of [describe purpose, e.g., attending meetings, conferences, or business negotiations] from [start date] to [end date].

During this time, [Applicant's Name] will be engaged in [briefly describe activities or meetings]. We believe that these activities are essential for [explain significance to business, e.g., expanding our partnership, exploring new markets, etc.].

[Your Company Name] is committed to complying with all local laws and regulations, and we will ensure that [Applicant's Name] adheres to all terms of the visa.

Please feel free to contact me at [Your Phone Number] or [Your Email Address] should you require any further information.

Thank you for considering this application.

Sincerely,

[Your Name]

[Your Title]

[Your Company Name]

[Your Company Address]

[City, State, Zip Code]

[Phone Number]

[Email Address]