

[Your Company Letterhead]

[Your Company Name]

[Your Company Address]

[City, State, Zip Code]

[Email Address]

[Phone Number]

[Date]

[Consulate/Embassy Name]

[Consulate/Embassy Address]

[City, State, Zip Code]

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

Dear [Consul/Embassy Officer's Name],

I am writing to support the visa application of [Employee's Name], [Employee's Position] at [Your Company Name]. [He/She/They] is scheduled to visit [Destination Country] from [Start Date] to [End Date] for the purpose of [specific purpose, e.g., attending meetings, negotiating contracts, etc.].

[Your Company Name] is a [brief description of your company and its activities]. [Employee's Name] will be participating in [details about the events or meetings, including any partners or organizations involved].

We fully support [Employee's Name]'s application and will ensure that [he/she/they] complies with all regulations while in [Destination Country]. [Your Company Name] will be responsible for [covering expenses, accommodation, etc.].

Please do not hesitate to contact me if you require any further information or documentation.

Thank you for your attention to this matter.

Sincerely,

[Your Name]

[Your Position]

[Your Company Name]

[Signature (if sending a hard copy)]