

[Your Company's Letterhead]

[Date]

[Consulate/Embassy Name]

[Consulate/Embassy Address]

[City, State, Zip Code]

Dear Sir/Madam,

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

I am writing to support the visa application of [Employee's Name], who is employed with [Your Company's Name] as [Employee's Job Title]. Our company is located at [Company Address].

[Employee's Name] will be traveling to [Destination Country] from [Start Date] to [End Date] to [briefly describe the purpose of the trip, e.g., attend meetings, participate in conferences, negotiate contracts, etc.]. This visit is crucial for the development of our business relations and will contribute significantly to our ongoing projects.

We affirm that [Employee's Name] will be fully compensated during this travel and will return to [Home Country] after the conclusion of the trip. We take full responsibility for the employee's travel arrangements and expenses while abroad.

Please do not hesitate to contact me at [Your Phone Number] or [Your Email] if you require any further information or clarification.

Thank you for considering this application.

Sincerely,

[Your Name]

[Your Job Title]

[Your Company's Name]

[Your Company's Phone Number]

[Your Company's Email Address]