

[Your Name]  
[Your Address]  
[City, State, ZIP Code]  
[Email Address]  
[Phone Number]  
[Date]

[Consulate/Embassy Name]  
[Consulate/Embassy Address]  
[City, State, ZIP Code]

Subject: Urgent Business Visa Application

Dear [Consular Officer's Name],

I am writing to request urgent processing of my business visa application. I am [Your Position] at [Your Company Name] and I am scheduled to attend [specific meetings/events] in [Destination Country] from [start date] to [end date].

The urgency of this trip is due to [explain reason, e.g., a critical meeting, contract signing, etc.], which cannot be postponed. I have attached all relevant documentation, including my invitation letter, itinerary, and proof of employment.

I kindly request your assistance in expediting the processing of my visa application. I appreciate your understanding of this matter and look forward to your prompt response.

Thank you for your attention to this urgent request.

Sincerely,

[Your Name]  
[Your Position]  
[Your Company Name]