

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

[Recipient's Name]  
[Title/Position]  
[Company/Organization Name]  
[Address]

[City, State, Zip Code]

Dear [Recipient's Name],

I am writing to formally request a business visa to [Country Name] for the purpose of [briefly state the purpose, e.g., attending meetings, conferences, or establishing business partnerships].

As [your position] at [your company/organization], I will be participating in [specific activities or events] from [start date] to [end date]. This visit is vital for [explain the importance or benefit of the visit to the company or partnership].

To support my visa application, I have attached [list any supporting documents, such as an invitation letter, itinerary, or proof of employment].

Thank you for considering my request. I am looking forward to your positive response.

Sincerely,

[Your Signature (if sending a hard copy)]

[Your Printed Name]

[Your Job Title]

[Your Company/Organization Name]