

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

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

Subject: Letter of Intent for Business Visa Application

Dear Sir/Madam,

I am writing to express my intent to apply for a business visa to [Country Name] for the purpose of [briefly explain the reason for your visit, e.g., attending meetings, conferences, exploring business opportunities, etc.].

I am [Your Position] at [Your Company Name], a [briefly describe your company and its activities]. Our company is interested in [explain business intentions and any relevant partnerships or collaborations]. During my visit from [start date] to [end date], I plan to [list specific activities planned, such as attending meetings, visiting partners, etc.]. I believe that this trip will foster significant business opportunities and growth for both my company and potential partners in [Country Name]. Enclosed are my documents supporting my application, including [list supporting documents such as an invitation letter, company registration, financial statements, etc.]. I assure you that I will adhere to the regulations and laws of [Country Name] during my stay.

Thank you for considering my application. I look forward to your positive response.

Sincerely,

[Your Signature (if sending a hard copy)]
[Your Printed Name]
[Your Position]
[Your Company Name]