

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

[Recipient's Name]  
[Recipient's Position]  
[Consulate/Embassy Name]  
[Consulate/Embassy Address]  
[City, State, Zip Code]

Dear [Recipient's Name],

Subject: Request for Business Visa Endorsement

I hope this letter finds you well. My name is [Your Name], and I am the [Your Position] at [Your Company Name]. We are a [brief description of your company and its operations, e.g., "leading provider of innovative technology solutions"].

We are planning a business trip to [Destination Country] from [Start Date] to [End Date] to [purpose of the visit, e.g., "attend meetings, conduct market research, or participate in a conference"]. During this trip, [Name of Visa Applicant(s)] will be representing our company. We kindly request your endorsement for their business visa application to facilitate their travel. [Briefly explain why the visit is necessary and any relevant details, e.g., "This trip is crucial for establishing strategic partnerships and exploring market opportunities in the region."]

Attached to this letter, you will find the necessary documents, including:

1. A copy of the applicant's passport
2. The business itinerary
3. Invitation letters (if applicable)
4. Financial statements/Proof of sufficient funds

We assure you that [Name of Applicant(s)] will adhere to all regulations during their stay and return to [Home Country] upon completion of their business activities.

Thank you for considering our request for a business visa endorsement. Should you require any further information or documentation, please do not hesitate to contact me.

Sincerely,

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