

[Your Company Letterhead]

[Date]

[Recipient's Name]

[Recipient's Title]

[Consulate/Embassy Name]

[Consulate/Embassy Address]

[City, State, Zip Code]

Dear [Recipient's Name],

Subject: Business Visa Sponsorship for [Employee's Name]

We are writing to formally request a business visa sponsorship for our employee, [Employee's Name], who holds the position of [Employee's Position] at [Your Company Name]. Our company, [Your Company Name], is located at [Company Address] and has been engaged in [brief description of business activities] since [Year].

[Employee's Name] is required to travel to [Destination Country] from [Start Date] to [End Date] in order to [briefly explain the purpose of the trip, e.g., attend meetings, negotiate contracts, participate in trade fairs, etc.].

We assure you that [Employee's Name] will adhere to all regulations and will return to [Home Country] upon completion of the business activities. We appreciate your consideration of this sponsorship request and are willing to provide any additional information or documentation you may require.

Thank you for your attention to this matter. We look forward to your prompt response.

Sincerely,

[Your Name]

[Your Title]

[Your Company Name]

[Your Phone Number]

[Your Email Address]

[Company Seal, if applicable]