

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

Dear Visa Officer,

Subject: Application for Multi-Entry Business Visa

I am writing to apply for a multi-entry business visa for [Country Name]. I am the [Your Job Title] at [Your Company Name], and I am required to travel to [Country Name] frequently to engage in business activities and meetings with our partners.

The purpose of my travel includes attending trade shows, conducting meetings, and collaborating with clients and stakeholders. Given the nature of my work, I expect to make several trips over the next [duration, e.g., year], which is why I am seeking a multi-entry visa. Attached are the necessary documents to support my application, including:

1. Completed visa application form
2. Passport-size photographs
3. Copy of my passport
4. An invitation letter from our business partners in [Country Name]
5. Company registration documents
6. Proof of travel itinerary
7. Financial statements

I appreciate your attention to my application and look forward to a favorable response. Please feel free to contact me via email or phone should you require any further information.

Thank you for considering my application.

Sincerely,

[Your Name]
[Your Job Title]
[Your Company Name]