

[Your Name]  
[Your Address]  
[City, State, Zip Code]  
[Email Address]

[Phone Number]

[Date]

[Consulate/Embassy Name]

[Consulate/Embassy Address]

[City, State, Zip Code]

Dear Sir/Madam,

Subject: Application for Business Visa

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

I am [Your Designation] at [Your Company Name], a [brief description of your company]. We have been in business since [Year] and specialize in [industry/service details]. I will be traveling to [Country Name] from [start date] to [end date] and would like to request a visa to facilitate my travel for the following activities:

1. [Activity 1]

2. [Activity 2]

3. [Activity 3]

Attached to this letter are the necessary documents, including my passport, invitation letter from [Business Partner/Company Name], and proof of accommodations.

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

Sincerely,

[Your Name]

[Your Position]

[Your Company Name]

[Your Company Address]

[City, State, Zip Code]