

[Your Company Letterhead]

[Date]

[Consulate/Embassy Name]

[Address]

[City, State, Zip Code]

Subject: Invitation for [Visitor's Name] for Business Visa

Dear Sir/Madam,

We, [Your Company Name], located at [Your Company Address], would like to formally invite [Visitor's Full Name], holding the passport number [Passport Number], to visit our company for the purpose of [specific purpose of visit, e.g., business meetings, training, conferences] from [start date] to [end date].

During their stay, [Visitor's Name] will be participating in [describe activities, e.g., discussions, workshops] with our team to enhance collaboration and explore potential business opportunities.

We assure you that [Visitor's Name] will adhere to the rules and regulations set forth by the [country's name] government and will return to [Visitor's Home Country] after the conclusion of their visit.

Should you require any further information or documentation, please do not hesitate to contact us.

Thank you for considering this request.

Sincerely,

[Your Full Name]

[Your Job Title]

[Your Company Name]

[Contact Information]

[Email Address]