

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

Dear [Consulate/Embassy Officer's Name or "Visa Officer"],

Subject: Business Visa Application for Denmark

I am writing to apply for a visa to travel to Denmark for a business trip scheduled from [start date] to [end date]. I am [Your Position] at [Your Company Name], a [brief description of your company, e.g., leading firm in XYZ industry].

The purpose of my trip is to [explain the purpose of the trip, e.g., attend a business conference, meet clients, explore partnership opportunities etc.]. During my stay in Denmark, I will be meeting with [names and positions of individuals or companies you will meet] to discuss [briefly outline the agenda of the meetings].

I have attached the following documents to support my application:

1. Completed visa application form.
2. Passport-sized photographs.
3. Copy of my passport (valid for at least 6 months).
4. Invitation letter from [name of the company/individual in Denmark].
5. Proof of accommodation.
6. Flight itinerary.
7. Financial documents showing proof of sufficient funds.
8. Company letter confirming my employment and purpose of travel.

I assure you that I will adhere to all regulations during my time in Denmark and will return to [Your Country] upon completion of my trip.

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

Sincerely,

[Your Name]  
[Your Position]  
[Your Company Name]  
[Your Signature (if submitting a hard copy)]