

[Your Company's Letterhead]

[Date]

[Consulate/Embassy Address]

[City, State, Zip Code]

Subject: Business Invitation Letter for Visa Application

To Whom It May Concern,

I, [Your Full Name], [Your Position] at [Your Company Name], located at [Your Company Address], would like to formally invite [Visitor's Full Name], [Visitor's Position] at [Visitor's Company Name], located at [Visitor's Company Address], to visit our office in [City, Country] for business purposes.

The purpose of [Visitor's Full Name]'s visit is to [briefly describe the purpose, e.g., discuss potential collaborations, attend meetings, etc.].

The planned visit is scheduled from [Start Date] to [End Date].

We will ensure that [Visitor's Full Name] will be accommodated during their stay and will cover all expenses related to travel, accommodation, and other necessities.

We kindly request you to grant [Visitor's Full Name] the necessary visa for this business visit.

Thank you for your consideration.

Sincerely,

[Your Signature]

[Your Printed Name]

[Your Position]

[Your Company Name]

[Your Contact Information]

[Your Company's Website URL]