

[Your Name]
[Your Address]
[City, State, Zip Code]
[Email Address]
[Phone Number]
[Date]
[Consulate General of the United Arab Emirates]
[Consulate Address]
[City, State, Zip Code]

Dear Sir/Madam,

Subject: Application for Business Visa to Dubai

I am writing to formally apply for a business visa for my upcoming trip to Dubai, United Arab Emirates, from [start date] to [end date]. The purpose of my visit is to attend [specify the event/meeting/conference], which is scheduled to take place on [dates of the event]. This event is crucial for my role as [Your Job Title] at [Your Company Name], as it will provide opportunities for networking and collaboration with key stakeholders in our industry.

During my stay in Dubai, I plan to meet with [list names of individuals or companies] to discuss potential partnerships and explore new business opportunities. I have attached a letter of invitation from [mention the inviting organization, if applicable] confirming my participation in the event.

I have enclosed the following documents to support my application:

1. Completed visa application form
2. Passport-sized photographs
3. A copy of my passport (valid for at least 6 months from the date of entry)
4. Proof of travel itinerary (flight bookings)
5. Hotel reservation confirmation
6. Financial statements demonstrating my ability to support my stay
7. Company letter stating the purpose of my visit
8. [Any other supporting documents]

I assure you that I will comply with all regulations and laws during my stay in the UAE. I would appreciate your prompt attention to my visa application and look forward to the opportunity to advance my business interests in your country.

Thank you for considering my application. Should you require any further information, please do not hesitate to contact me.

Sincerely,

[Your Signature (if sending a hard copy)]
[Your Printed Name]
[Your Job Title]
[Your Company Name]
[Your Company Address]