

[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,

I am writing to apply for a short-term business visa to the European Union for the purpose of [specific reason for business travel, e.g., attending a conference, meeting with clients, etc.].

I am [Your Position] at [Your Company/Organization Name], which is located in [Your Country]. Our company is engaged in [brief description of your business activities] and we are keen to explore opportunities for collaboration and growth within the EU market.

I intend to travel from [start date] to [end date] and will be visiting [cities/countries you plan to visit]. During my visit, I plan to hold meetings with [names of companies/individuals], as well as attend [specific events, if applicable].

Please find enclosed the necessary documents, including my travel itinerary, invitation letters, and proof of accommodation during my stay.

I assure you that I will abide by all visa regulations and return to [Your Country] upon the completion of my business activities.

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

Sincerely,

[Your Name]  
[Your Position]  
[Your Company/Organization Name]  
[Company Address]  
[City, State, Zip Code]