

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

[Consulate/Embassy Name]
[Consulate/Embassy Address]
[City, State, Zip Code]

Dear [Consul/Embassy Official's Name],

Subject: Business Visa Application

I am writing to formally request a business visa to enter [Country] for the purpose of [state purpose, e.g., attending meetings, conferences, signing contracts] from [start date] to [end date].

I am a [your position] at [your company name], located in [your company address]. Our company specializes in [brief description of your company's activities].

During my visit, I intend to [briefly explain your activities, such as meeting with clients, attending seminars, etc.]. I have scheduled meetings with [mention any relevant contacts or companies you will meet]. Attached to this letter are the required documents, including:

1. A copy of my passport
2. An invitation letter from [inviting company or organization]
3. Proof of accommodations during my stay
4. A detailed itinerary of my planned activities

I assure you that I will adhere to all regulations and intend to depart [Country] before the expiration of my visa.

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

Sincerely,

[Your Signature (if sending a hard copy)]

[Your Printed Name]

[Your Position]

[Your Company Name]