

[Your Company Letterhead]

[Your Name]

[Your Position]

[Your Company Name]

[Company Address]

[City, State, Zip Code]

[Email Address]

[Phone Number]

[Date]

[Recipient's Name]

[Recipient's Position]

[Department or Organization Name]

[Address]

[City, State, Zip Code]

Dear [Recipient's Name],

Subject: Application for GBA Visa

I am writing to formally apply for a GBA (Greater Bay Area) Visa on behalf of [Your Company Name]. Our company is keen to expand our operations within the Greater Bay Area and explore potential business collaborations.

[Provide a brief background of your company and outline your business objectives in the GBA.]

To facilitate our entry into the GBA market, we kindly request the issuance of a GBA Visa for [specific individuals or team members]. This will enable us to meet with local partners, attend meetings, and explore business opportunities.

We have attached all necessary documentation, including [list of supporting documents], to support our application.

Thank you for your consideration. We look forward to your prompt response.

Sincerely,

[Your Signature (if sending a hard copy)]

[Your Printed Name]