

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

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

Subject: Invitation Letter for Business Visa

Dear Sir/Madam,

I, [Your Name], the [Your Position] of [Your Company Name], located at [Your Company Address], am writing to invite [Visitor's Name] from [Visitor's Company Name] based in [Visitor's Company Address] for a business visit to Ghana.

The purpose of the visit is to [briefly describe the purpose of the visit, e.g., attend meetings, negotiate contracts, discuss business opportunities]. [Visitor's Name] is expected to arrive in Ghana on [arrival date] and will stay until [departure date].

During their stay, we will be responsible for [mention any arrangements you will make, such as accommodation, transportation, etc.].

We trust that this invitation will assist in facilitating [Visitor's Name]'s visa application. Should you require any further information or documentation, please do not hesitate to contact me.

Thank you for considering this request.

Sincerely,

[Your Signature (if sending a hard copy)]
[Your Printed Name]
[Your Position]
[Your Company Name]
[Your Company Website]