

[Your Company Letterhead]

[Your Name]

[Your Position]

[Your Company Name]

[Company Address]

[City, State, Zip Code]

[Country]

[Email Address]

[Phone Number]

[Date]

[Recipient's Name]

[Recipient's Address]

[City, State, Zip Code]

[Country]

Dear [Recipient's Name],

Subject: Invitation for GZ Business Visa

We are pleased to invite you to visit our company, [Your Company Name], located in [City, Country], for the purpose of [specific purpose of the visit, e.g., business meetings, conferences, training sessions] from [start date] to [end date].

During your stay, we will engage in discussions related to [details about the business activities, e.g., potential collaborations, partnerships, training], which we believe will be mutually beneficial.

We will be responsible for your accommodation and will also assist you with any necessary arrangements during your visit.

Please find the details of your visit outlined below:

- Purpose of Visit: [Description]
- Duration: [Start Date] to [End Date]
- Accommodation: [Hotel Name/Address or mention if staying with company representatives]

If you require any further information or assistance in obtaining your visa, do not hesitate to contact us.

We look forward to welcoming you to [Your Country].

Best regards,

[Your Signature (if sending a hard copy)]

[Your Name]

[Your Position]

[Your Company Name]