

[Your Company Letterhead]

[Date]

[Recipient's Name]

[Recipient's Position]

[Company Name]

[Company Address]

[City, State, Zip Code]

Dear [Recipient's Name],

Subject: Visa Support Letter for Business Visit

I am writing to formally support the visa application for [Visitor's Full Name], a [Visitor's Position] at [Visitor's Company Name], who will be visiting [Country] for business purposes from [Start Date] to [End Date].

The purpose of the visit is to [briefly describe the purpose of the visit, e.g., attend a business meeting, negotiate a contract, conduct site visits, etc.]. During this time, [he/she/they] will be working closely with our team to [briefly describe any specific activities planned].

[Visitor's Full Name] will be financially supported by our company for the duration of the visit, including travel expenses, accommodation, and any daily allowances. We kindly ask for your assistance in facilitating [his/her/their] visa application.

Please feel free to contact me at [Your Phone Number] or [Your Email Address] should you require any further information.

Thank you for your attention to this matter.

Sincerely,

[Your Full Name]

[Your Position]

[Your Company Name]

[Your Company Address]

[City, State, Zip Code]