

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

Consulate General of Italy

[Consulate Address]
[City, State, Zip Code]

Subject: Application for Business Visa

Dear Sir/Madam,

I am writing to apply for a business visa to Italy to [briefly state the purpose of your visit, e.g., attend meetings, conferences, or visit business partners]. I am the [Your Position] at [Your Company Name], located in [Your Company Address].

The purpose of my trip is to [provide detailed information about your itinerary and business activities planned in Italy, including dates, locations, and individuals or companies you will meet].

I have attached the following documents to support my application:

1. A completed visa application form
2. A valid passport (with at least six months validity)
3. A recent passport-sized photograph
4. Invitation letter from [Business Partner/Company Name in Italy]
5. Proof of accommodation in Italy
6. Travel itinerary and round-trip flight reservation
7. Company support letter detailing my position and the purpose of travel
8. [Any other relevant documents]

I would appreciate your favorable consideration of my application. Should you require any further information or clarification, please do not hesitate to contact me.

Thank you for your attention to this matter.

Sincerely,

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