

[Your Company Letterhead]

[Date]

[Embassy/Consulate Address]

[City, State, Zip Code]

Subject: Invitation for Business Visa

Dear [Consul/Officer's Name],

We are writing to formally invite [Name of the Invitee], a [Position] at [Invitee's Company Name] located at [Invitee's Company Address] in [Invitee's Country].

The purpose of this visit is to [briefly explain the purpose of the visit, e.g., attend a business meeting, collaborate on a project, participate in a conference]. The meeting is scheduled for [dates] at our office located at [Your Company Address].

We assure you that all necessary arrangements will be made for [Invitee's Name] during this visit, including accommodation and transportation.

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

Thank you for considering this request.

Sincerely,

[Your Name]

[Your Position]

[Your Company Name]

[Your Company Address]

[Your Phone Number]

[Your Email Address]