

[Your Company Letterhead]

[Date]

[Consulate/Embassy Name]

[Consulate/Embassy Address]

[City, State, Zip Code]

Subject: Invitation Letter for Korean Business Visa

Dear Sir/Madam,

I, [Your Name], the [Your Position] of [Your Company Name], located at [Your Company Address], am writing to formally invite [Visitor's Full Name], holding the position of [Visitor's Position] at [Visitor's Company Name] in [Visitor's Company Address], to visit our company in [City, Country] for the purpose of [specific purpose of the visit, e.g., business meetings, conferences, or project discussions] from [start date] to [end date].

During this period, [Visitor's Name] will [briefly describe planned activities, meetings, or events]. We believe that this visit will strengthen our business relationship and foster future cooperation.

[Your Company Name] will bear all expenses related to [Visitor's Name]'s travel, accommodation, and living costs during their stay in Korea.

We kindly ask for your assistance in granting [Visitor's Name] a business visa to facilitate their travel. Should you require any additional information or documentation, please feel free to contact me at [Your Phone Number] or [Your Email Address].

Thank you for considering this request.

Sincerely,

[Your Signature (if sending a hard copy)]

[Your Printed Name]

[Your Job Title]

[Your Company Name]

[Your Company Phone Number]

[Your Company Email Address]