

[Your Name]
[Your Address]
[City, State, Zip Code]
[Email Address]
[Phone Number]
[Date]
[Consulate General of the Republic of Korea]
[Consulate Address]
[City, State, Zip Code]

Dear Sir/Madam,

I am writing to formally request a business visa to enter the Republic of Korea. My name is [Your Name], and I am [your position/title] at [Your Company Name], located in [Your Company Location].

Our company specializes in [brief description of your business and industry]. We are seeking to expand our operations in Korea and have scheduled meetings with [names of Korean companies or contacts] from [dates of meetings]. These meetings are crucial for discussing potential partnerships and collaborations.

I have attached the necessary documents, including my passport copy, the invitation letter from [Korean company or contacts], and proof of our business registration.

I am looking forward to your positive response to my application. Should you require any additional information, please feel free 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]