

[Your Name]
[Your Address]
[City, State, Zip Code]
[Email Address]
[Phone Number]
[Date]
[Recipient Name]
[Korean Embassy/Consulate Name]
[Embassy/Consulate Address]
[City, State, Zip Code]

Dear [Recipient Name],

I am writing to apply for a professional visa to South Korea. My name is [Your Name], and I am currently employed as a [Your Job Title] at [Your Company Name]. I am seeking this visa to [briefly explain the purpose of your visit, e.g., attend a business meeting, participate in a conference, training, etc.].

I have been invited by [Invitee's Name and Title] at [Company/Organization Name] to [explain the reason for the invitation]. The details of my visit are as follows:

- **Duration of stay:** [Start date] to [End date]
- **Location:** [City, South Korea]
- **Purpose:** [Detailed description of the purpose]

I have attached the following documents to support my application:

1. Completed visa application form
2. Passport-sized photos
3. Invitation letter from [Company/Organization Name]
4. Travel itinerary
5. Proof of employment
6. Any additional documents required

I appreciate your consideration of my application, and I am looking forward to the opportunity to contribute to our mutual interests in [mention the relevant field or industry].

Thank you for your time and assistance.

Sincerely,

[Your Name]
[Your Job Title]
[Your Company Name]