

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

Dear Sir/Madam,

Subject: Application for MX Business Visa

I am writing to formally apply for a business visa for Mexico. I am [Your Position] at [Your Company Name], located in [Your Company Address]. We are engaged in [brief description of your business activities] and are looking to expand our operations in Mexico.

The purpose of my visit is to [clearly explain the reason for your business trip, such as attending meetings, conferences, or establishing contacts]. I plan to travel from [start date] to [end date] and will be staying at [your accommodation details].

I have enclosed the following documents to support my application:

1. Completed visa application form
2. Passport (valid for at least six months)
3. Recent passport-sized photograph
4. Invitation letter from [Mexican business partner or organization]
5. Proof of financial stability (bank statements, pay slips)
6. Travel itinerary
7. Any additional required documents

I appreciate your consideration of my application, and I am looking forward to the opportunity to contribute to the business relationship between our companies.

Thank you for your attention to this matter. Should you need any further information, please do not hesitate to contact me.

Sincerely,

[Your Name]
[Your Position]
[Your Company Name]