

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

[Consulate/Embassy Name]  
[Consulate/Embassy Address]  
[City, State, Zip Code]

Subject: Visa Application for Business Purposes

Dear Sir/Madam,

I am writing to formally apply for a business visa to [Country Name] for the purpose of conducting business meetings and negotiations.

I am [Your Position] at [Your Company Name], a [Brief Description of Your Company]. We plan to visit [Country Name] from [Start Date] to [End Date] to [mention the purpose of the visit, e.g., meet potential clients, attend a business conference, etc.].

During my stay, I will be meeting with [Names and Positions of Individuals/Companies], and I believe these discussions will significantly contribute to the growth of our business relationship.

Enclosed with this letter are the following documents to support my application:

1. Completed visa application form
2. Passport-sized photographs
3. A copy of my passport
4. Invitation letter from [Host Company/Organization]
5. Proof of accommodation
6. Travel itinerary
7. Bank statements

I kindly request your assistance in processing my visa application at your earliest convenience. Thank you for your attention to this matter.

Sincerely,

[Your Signature (if sending a hard copy)]  
[Your Printed Name]  
[Your Position]  
[Your Company Name]  
[Your Company Contact Information]