

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

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

Subject: NRI Visa Application for Business Visit

Dear [Consulate/Embassy Official's Name],

I am writing to formally request an NRI visa for my upcoming business visit to [Country]. I am [Your Position] at [Your Company Name], which is based in [Your Company Location].

The purpose of my visit is to [briefly explain the purpose of your business visit, e.g., attend meetings, conferences, or negotiations] scheduled from [start date] to [end date]. I am keen to explore potential business opportunities and strengthen existing partnerships during my stay.

I would like to assure you that I have all necessary arrangements made for my trip, including travel accommodations and financial support. I kindly request your assistance in processing my visa application at your earliest convenience.

Attached are the required documents, including my passport, business registration details, and an invitation letter from [partner company/organization, if applicable].

Thank you for considering my request. I look forward to your positive response.

Sincerely,

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