

[Your Company Letterhead]

[Your Company Name]

[Your Company Address]

[City, State, ZIP Code]

[Email Address]

[Phone Number]

[Date]

[Consulate/Embassy Name]

[Consulate/Embassy Address]

[City, State, ZIP Code]

Subject: Invitation Letter for Business Visa

Dear Sir/Madam,

We, [Your Company Name], located at [Your Company Address], are pleased to invite [Visitor's Full Name], holding the passport number [Visitor's Passport Number], to visit our company in [City, Country] for business purposes.

The purpose of the visit is to [briefly explain the purpose of the visit, e.g., attend meetings, discuss business collaborations, etc.]. The visit is scheduled from [Start Date] to [End Date].

[Visitor's Full Name] will be responsible for their travel and accommodation expenses during their stay.

Please find attached copies of our company registration documents and any other necessary information for your consideration.

We appreciate your assistance in issuing the necessary visa for

[Visitor's Full Name].

Thank you for your attention.

Sincerely,

[Your Full Name]

[Your Position]

[Your Company Name]