

[Your Company Letterhead]

[Your Name]

[Your Position]

[Your Company Name]

[Company Address]

[City, State, Zip Code]

[Email Address]

[Phone Number]

[Date]

[Recipient's Name]

[Recipient's Position]

[Recipient's Company Name]

[Recipient's Company Address]

[City, State, Zip Code]

Dear [Recipient's Name],

We are pleased to invite you to [Country] as part of our business agreement to [briefly describe the purpose of the visit, e.g., attend a meeting, negotiate a contract, conduct training, etc.].

The proposed dates for your visit are from [start date] to [end date].

During your stay, we will cover your accommodation and provide assistance with local transportation as needed.

This visit aims to strengthen our partnership, discuss strategic initiatives, and explore avenues for future collaboration.

Please do not hesitate to contact us for any further information or clarification you may require for your visa application.

We look forward to welcoming you to [Country] soon.

Sincerely,

[Your Signature (if sending a hard copy)]

[Your Printed Name]

[Your Position]

[Your Company Name]