

[Your Company Letterhead]

[Date]

[Embassy Name]

[Embassy Address]

[City, State, Zip Code]

Dear [Embassy Official's Name],

Subject: Invitation for [Employee's Name]

We are writing to formally invite [Employee's Full Name], who holds the position of [Employee's Job Title] at [Company Name], to attend [reason for invitation/event name] scheduled to take place from [start date] to [end date] in [City, Country].

[Employee's Name] has been with our company since [Employee's Start Date] and has contributed significantly to our operations, particularly in [mention specific areas of expertise or projects]. This event is critical for [explain the purpose of the attendance and its importance to the company and the individual].

We kindly request that you provide the necessary visa support for [Employee's Name] to facilitate their travel. We assure you that [he/she/they] will return to [his/her/their] home country upon completion of the event.

Should you require any further information or documentation, please do not hesitate to contact us at [your phone number] or [your email address].

Thank you for your attention to this matter.

Sincerely,

[Your Name]

[Your Job Title]

[Company Name]

[Company Address]

[City, State, Zip Code]

[Phone Number]

[Email Address]