

[Your Company Letterhead]

[Date]

[Consulate/Embassy Name]

[Consulate/Embassy Address]

[City, State, Zip Code]

Subject: Business Visa Support Letter

To Whom It May Concern,

We, [Your Company Name], located at [Company Address], are writing to support the visa application of [Applicant's Name], who is employed at [Applicant's Company/Organization] in the capacity of [Applicant's Job Title].

[Applicant's Name] will be traveling to Russia from [Travel Start Date] to [Travel End Date] for the purpose of [Brief Description of Business Purpose, e.g., attending a conference, meeting with clients, etc.].

During this time, [he/she/they] will be engaged in activities related to [specific business activities].

We confirm that [Your Company Name] will be responsible for [any financial obligations, accommodations, etc.]. We trust that [he/she/they] will comply with all local laws and regulations during their visit to Russia.

Should you have any questions or require further information, 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]

[Your Company Name]

[Your Phone Number]

[Your Email Address]