

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

Embassy of the Republic of Rwanda

[Embassy Address]  
[City, State, Zip Code]

Dear Sir/Madam,

Subject: Application for Business Visa

I am writing to apply for a business visa to travel to Rwanda for  
[purpose of visit, e.g., attending a business meeting, conference, etc.].

My planned travel dates are from [start date] to [end date].

I am [Your Position/Title] at [Your Company Name], located in [Your  
Country]. Our company specializes in [brief description of your company  
and its activities]. We are seeking to expand our operations in Rwanda  
and explore potential partnerships.

During my visit, I intend to meet with [names or titles of  
individuals/companies you plan to meet] to discuss [briefly outline the  
purpose of the meetings]. I believe that this visit will significantly  
enhance our business prospects in the region.

I have attached the necessary documents to support my application,  
including:

1. Completed visa application form
2. Passport copy
3. Invitation letter from [Rwandan company or organization]
4. Proof of accommodations
5. Travel itinerary
6. Financial statements

Thank you for considering my application. I am looking forward to your  
positive response.

Sincerely,

[Your Name]  
[Your Position/Title]  
[Your Company Name]