

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

Consulate General of Rwanda

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

Dear Consul General,

I am writing to apply for a business visa to Rwanda to attend [specific event or purpose, e.g., a business meeting, conference, etc.] scheduled for [dates of travel] in [city, Rwanda].

As [your position] at [your company name], I will be engaging with [mention the nature of your business activities, e.g., potential partners, clients, etc.]. This trip is vital for [briefly explain the significance of the trip for your company and its objectives].

I have attached the following documents to support my application:

1. A copy of my itinerary and flight reservations.
2. An invitation letter from [business partner/company in Rwanda].
3. Proof of my employment and position at [your company name].
4. Financial statements to demonstrate funds for the trip.

I kindly request the issuance of a business visa and assure you that I will comply with all requirements and regulations during my stay in Rwanda.

Thank you for considering my application. I look forward to the opportunity to contribute to [mention your business goals or interests in Rwanda].

Sincerely,

[Your Signature (if sending a hard copy)]  
[Your Printed Name]  
[Your Position]  
[Your Company Name]