

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

Dear Visa Officer,

Subject: Application for Business Visa

I am writing to formally apply for a [Type of Visa] business visa to [Country Name] for the purpose of [specific reason for visit, e.g., attending a conference, meeting business partners, etc.]. My planned travel dates are from [start date] to [end date].

I am currently employed at [Your Company Name] as a [Your Position]. Our company specializes in [Brief description of your company and its activities]. During my visit, I will be engaging in activities including [List specific activities, such as meetings, negotiations, or conferences]. This trip is crucial for [explain the significance of the visit to your business].

Attached to this letter are my supporting documents, including:

1. A completed visa application form
2. A valid passport
3. An invitation letter from [Company/Organization in the host country]
4. Proof of employment and leave approval
5. Financial statements to cover expenses during my stay

I respectfully request your assistance in processing my visa application. Should you require any additional information or documentation, please do not hesitate to contact me.

Thank you for considering my application.

Sincerely,

[Your Name]  
[Your Position]  
[Your Company Name]