

[Your Company Letterhead]

[Your Name]

[Your Position]

[Your Company Name]

[Company Address]

[City, State, Zip Code]

[Email Address]

[Phone Number]

[Date]

[Recipient Name]

[Recipient Position]

[Recipient Company Name]

[Recipient Address]

[City, State, Zip Code]

Dear [Recipient Name],

Subject: Business Visa Application - TZ Visa

I am writing to support the business visa application for [Applicant's Name], who is applying for a TZ visa to carry out business activities in [Country].

[Applicant's Name] is [Applicant's Job Title] at [Your Company Name], where they have been employed since [Start Date]. The purpose of their visit is to [briefly explain the purpose of the visit, e.g., attend meetings, negotiate contracts, etc.].

During their stay from [Start Date] to [End Date], [Applicant's Name] will be engaged in [describe the specific business activities, meetings, or projects]. Their contributions are crucial for [explain the importance of the visit to your company or project].

We assure you that [Your Company Name] will cover all expenses related to [Applicant's Name]'s travel, accommodation, and other costs throughout their stay.

Please feel free to contact me at [Your Phone Number] or [Your Email Address] if you require any further information or documentation.

Thank you for considering this application.

Sincerely,

[Your Signature (if sending a hard copy)]

[Your Printed Name]

[Your Position]

[Your Company Name]