

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

Dear Sir/Madam,

Subject: Application for Business Visa to the United Arab Emirates

I am writing to formally apply for a business visa to the United Arab Emirates for the purpose of [briefly explain the reason for your visit, such as attending business meetings, conferences, etc.].

I am a [Your Job Title] at [Your Company Name], a [brief description of your company, e.g., a leading firm in the industry, etc.]. Our company is planning to [explain the business purpose, e.g., expand operations, explore partnerships, etc.], and my visit is crucial for [specific reasons related to your trip].

I intend to travel from [start date] to [end date], and during this time, I have scheduled meetings with [names of companies or individuals you will meet with, if applicable].

Enclosed are the necessary documents to support my visa application:

1. Completed visa application form
2. Passport-sized photographs
3. Copy of my passport (valid for at least six months)
4. Invitation letter from [name of company or organization in the UAE]
5. Business registration documents from my company
6. Travel itinerary
7. Proof of accommodation in the UAE

I appreciate your consideration of my application and look forward to your prompt response.

Thank you for your assistance.

Sincerely,

[Your Name]  
[Your Job Title]  
[Your Company Name]  
[Company Address]  
[Company Website] (if applicable)