

[Your Company's Letterhead]

[Your Company's Name]

[Your Company's Address]

[City, State, Zip Code]

[Email Address]

[Phone Number]

[Date]

[Consulate/Embassy Name]

[Consulate/Embassy Address]

[City, State, Zip Code]

Subject: Business Visit Visa Application for [Visitor's Full Name]

Dear Sir/Madam,

We are writing to support the visa application of [Visitor's Full Name], a [Visitor's Position] at [Visitor's Company Name], located at [Visitor's Company Address]. [He/She/They] will be visiting the United Arab Emirates from [Start Date] to [End Date] for the purpose of [briefly explain the purpose of the visit, e.g., attending meetings, discussing collaboration, etc.].

During [his/her/their] stay, [he/she/they] will be visiting our offices located at [Local Office Address in UAE] and engaging in discussions regarding [specific topics or projects].

We assure you that [Visitor's Full Name] will return to [his/her/their] home country upon the completion of [his/her/their] visit, and we take full responsibility for [his/her/their] accommodation and any other needs during [his/her/their] stay in the UAE.

Please find the necessary documents attached to this letter for your consideration.

Thank you for your attention to this matter. We appreciate your assistance in expediting the visa process.

Sincerely,

[Your Full Name]

[Your Job Title]

[Your Company Name]

[Your Signature (if sending a hard copy)]