

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

[Consulate/Embassy Name]  
[Consulate/Embassy Address]  
[City, State, Zip Code]

Subject: Application for Business Visa

Dear [Consulate/Embassy Official's Name],

I am writing to formally apply for a business visa to the United States. My name is [Your Name], and I am a [Your Position/Title] at [Your Company Name], located in [Your Company Address].

The purpose of my visit is to [briefly outline the purpose of your business trip, e.g., attend meetings, conferences, negotiate contracts]. I plan to arrive in the United States on [arrival date] and depart on [departure date].

During my stay, I will be meeting with [names and titles of individuals/organizations you will meet] to [explain the objectives and outcomes of the meetings]. Our meetings are scheduled for [provide dates and locations].

I have attached the following documents to support my application:

1. A letter of invitation from [Company/Person in the US]
2. Proof of business registration of my company
3. My travel itinerary
4. Evidence of financial means to cover my expenses

I assure you that I will comply with all the regulations of my visa and return to [Your Country] at the end of my visit. Thank you for considering my application.

Sincerely,

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