

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

[Recipient Name]  
[Recipient Position]  
[Company Name]  
[Company Address]  
[City, State, Zip Code]

Dear [Recipient Name],

Subject: Application for Business Visa

I am writing to formally request a Business Visa to visit the United Kingdom for the purpose of [briefly explain the purpose, e.g., attending meetings, conferences, or exploring business opportunities].

I am currently [your job title] at [your company name] where I [briefly describe your role and responsibilities]. My visit to the UK is scheduled from [start date] to [end date], during which I plan to [list activities, e.g., meet with specific individuals, attend events, etc.].

I have attached the necessary documentation, including:

1. Completed visa application form
2. Passport-sized photographs
3. Copy of my valid passport
4. Proof of business activities (invitations, meeting schedules, etc.)
5. Evidence of financial means (bank statements, sponsorship letters, etc.)
6. [Any other relevant documents]

I assure you that I will comply with all laws and regulations during my stay in the UK and return to [your home country] upon the completion of my business activities.

Thank you for considering my application. I look forward to your positive response.

Sincerely,

[Your Signature (if sending a hard copy)]  
[Your Printed Name]  
[Your Job Title]  
[Your Company Name]