

[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 Visit Visa

Dear Sir/Madam,

I am writing to apply for a Business Visit Visa to [Country] for the purpose of [specific reason, e.g., attending a business meeting, conference, etc.].

I am [Your Position] at [Your Company Name], and we have been engaged with [Company/Organization in the destination country] regarding [brief description of the business engagement].

I plan to visit from [start date] to [end date] and will be staying at [Hotel/Accommodation Name, Address].

Attached are the necessary documents to support my application, including:

1. Completed visa application form
2. Passport copy
3. Invitation letter from [Company in destination country]
4. Proof of employment
5. Travel itinerary
6. Financial statements

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

Sincerely,

[Your Name]
[Your Position]
[Your Company Name]
[Company Address]