

[Company Letterhead]
[Company Name]
[Company Address]
[City, State, Zip Code]
[Phone Number]
[Email Address]
[Date]
[Recipient's Name]
[Recipient's Position]
[Recipient's Company]
[Recipient's Address]
[City, State, Zip Code]

Subject: Official Invitation Letter for ZN Visa Application

Dear [Recipient's Name],

We are pleased to formally invite you to visit [Company Name] in [City, Country] for business purposes. This invitation is extended in support of your application for a ZN visa.

The purpose of your visit will be to [state specific business purpose, e.g., attend meetings, negotiate contracts, conduct training, etc.]. We believe that your presence will greatly contribute to the enhancement of our business relationship and mutual cooperation.

Your planned visit is scheduled for [start date] to [end date]. During your stay, we will be responsible for all related expenses, including accommodation, transportation, and meals.

Please provide this letter to the consulate as part of your visa application process. Should you require any further documentation or assistance, please do not hesitate to contact us.

Thank you, and we look forward to welcoming you to [Company Name].

Sincerely,

[Your Name]
[Your Position]
[Company Name]
[Company Seal/Signature]