

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

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

Subject: Visa Application for Business Visit to Zurich

Dear Sir/Madam,

I am writing to formally request a visa for a business visit to Zurich, Switzerland. I am [Your Position] at [Your Company Name], a [brief description of your company and its industry].

The purpose of my visit is to [explain the reason for your visit, such as attending meetings, conferences, or business negotiations] scheduled from [start date] to [end date]. During my stay, I will be meeting with [names and positions of individuals or companies you will meet] to discuss [briefly describe the topics or goals of these meetings].

I kindly ask you to find enclosed the following documents to support my visa application:

1. A copy of my passport
2. Invitation letter from [name of the inviting company or individual]
3. Proof of accommodation in Zurich
4. Travel itinerary
5. Proof of employment and salary

I assure you that I will adhere to all regulations during my stay and return to [your home country] upon the conclusion of my business.

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 Position]
[Your Company Name]