

[Your Company Letterhead]

[Your Name]

[Your Position]

[Your Company Name]

[Company Address]

[City, State, Zip Code]

[Email Address]

[Phone Number]

[Date]

[Recipient's Name]

[Recipient's Company Name]

[Recipient's Company Address]

[City, State, Zip Code]

Dear [Recipient's Name],

Subject: Invitation for Business Visit to the UAE

We are pleased to invite you to visit our office in the United Arab Emirates for [purpose of the visit, e.g., business meetings, training, etc.]. We believe that this visit will provide an excellent opportunity for collaboration and further discussion on [specific topics or projects].

Details of the visit are as follows:

- Duration: [start date] to [end date]
- Purpose: [brief description of the purpose]
- Location: [company address in UAE]

We would be happy to assist you with the visa application process and provide any necessary documentation required. Please feel free to contact us if you need further information or have any queries regarding your visit.

We look forward to welcoming you to the UAE.

Best regards,

[Your Name]

[Your Position]

[Your Company Name]