

[Your Name]

[Your Address]

[City, Zip Code]

[Email Address]

[Phone Number]

[Date]

[Embassy/Consulate Name]

[Embassy/Consulate Address]

[City, Zip Code]

Subject: Application for Uganda Business Visa

Dear Sir/Madam,

I am writing to apply for a business visa to Uganda for the purpose of [briefly describe the purpose, e.g., attending a business meeting, conference, etc.].

I am [Your Position] at [Your Company Name], located at [Company Address]. We are engaged in [brief description of your company's business activities], and we aim to [state the objective of your visit, e.g., explore business opportunities, meet with partners, etc.].

During my stay in Uganda from [start date] to [end date], I plan to visit [list cities or regions you intend to visit] and meet with [names of individuals or organizations you plan to meet].

I kindly request that you grant me a business visa for this period.

Please find attached the necessary documents which include:

1. A copy of my passport
2. An invitation letter from [Ugandan company or organization]
3. A letter from my employer
4. [Any other relevant documents]

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]