

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

Dear Sir/Madam,

Subject: Application for Business Visa

I am writing to formally request a business visa to [Country Name] for the purpose of [briefly state the purpose, e.g., attending a business conference, meeting with clients, etc.]. My planned travel dates are from [start date] to [end date].

I am [Your Position] at [Your Company Name], which is engaged in [briefly describe your business and its relevance]. During my visit, I intend to [list key activities planned in the country, e.g., attend meetings, showcase products, etc.].

Enclosed are the necessary documents supporting my application, including:

1. Completed visa application form
2. Passport-sized photographs
3. Copies of my passport
4. Invitation letter from [host company/organization]
5. Proof of accommodation and travel itinerary
6. Employment letter from my company
7. Financial statements or proof of sufficient funds

I appreciate your attention to my application and am happy to provide any further information or documentation as required. Thank you for considering my request. I look forward to your positive response.

Sincerely,

[Your Signature (if sending a hard copy)]
[Your Printed Name]
[Your Position]
[Your Company Name]