**Sample Business Letter**

**ON YOUR COMPANY LETTERHEAD**

\*\*\*\*Please print on company stationery\*\*\*\*

**(Date)**

Consulate General of : **(country you are traveling to)**

Consular Section

Dear Sir/Madam:

This letter is to introduce **(Name of Traveler)**, **(Title)**, **(Your Company Name)**. **(Name of**

**Traveler)** has been employed by **(Your Company Name)** for **(Duration of Employment)**.

**(Name of Traveler)** is planning a business trip to **(City and Country),** Arriving on **(Date of**

**Entry)**, Departing on **(Date of Departure)**, to conduct **(Brief description of business trip)**.

While in your country **(Name of Traveler)** will be meeting with:

**(Contact Company Name)**

**(Contact Name)**

**(Contact Address 1)**

**(Contact Address 2)**

**(Contact Telephone)**

**(Name of Traveler)** will be in possession of a round trip airline ticket. **(Name of Your**

**Company)** hereby guarantees all travel and other support expenses of (**Name of Traveler)**

during their trip. **(Name of Your Company)** respectfully requests **(Name of Traveler)** be

granted a **(state the type of visa and the validity of the visa you are requesting. For example:**

**a 1 year multiple entry business visa.)**

Sincerely Yours,

**(Name) (Include ORIGINAL Signature)**

**(Title)**