

# Sample Business Letter

## ON YOUR COMPANY LETTERHEAD

\*\*\*\*Please print on company stationary\*\*\*\*

**(Date)**

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

Dear Visa Officer:

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.)**

Thank You

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