

# Sample Invitation Letter

## ON INVITER COMPANY'S LETTERHEAD

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

**(Date)**

Consulate General of **(Traveler's destination Country)** Consular  
Section

Dear Visa Officer:

We would like to formally invite **(Name of Traveler)**, **(Title)**, **(Traveler's Company Name)** to visit our company in **(City, Country)**. While visiting our company **(Name of Traveler)** will be conducting **(Brief description of the purpose of trip i.e. "business meetings")**. **(Name of Traveler)** will be arriving on **(Date of Entry)** and departing on **(Date of Departure)**,

**(Name of Traveler)** will be meeting with:

**(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 Inviter Company)** hereby guarantees all travel and other support expenses of **(Name of Traveler)** during their trip. **(Name of Inviter 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: 1 year multiple entry business visa.)**

Thank You,

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