

Sample Business letter

DATE

Consulate of **United Kingdom**
New York, NY

Dear Sir or Madam,

This letter is to introduce **TRAVELER'S NAME (passport #, date of issuance and expiration date)**, who holds the position of **POSITION** with **COMPANY NAME**. **TRAVELER'S NAME** is planning to visit **COUNTRY OF DESTINATION** from **DATE** to **DATE** for business meetings with: **NAME OF THE SPONSORING COMPANY**.

Name and address of our contact in **DESTINATION COUNTRY** is:

CONTACT NAME

CONTACT ADDRESS

CONTACT PHONE

TRAVELER'S NAME will represent U.S. **COMPANY'S NAME** in the meeting. The meetings will include discussions of **TOPIC MUST BE EXPLAINED IN DETAIL** in support of **TRAVELER'S NAME** business interests in **DESTINATION COUNTRY**.

We respectfully request that you grant **TRAVELER'S NAME** a business visa valid for **SINGLE/DOUBLE/MULTIPLE** journeys to **COUNTRY OF DESTINATION**.

U.S. **COMPANY NAME** guarantees round-trip transportation, financial support and good moral conduct for **TRAVELER'S NAME**. During the course of his/her visit, **TRAVELER'S NAME** will fully observe the laws of **DESTINATION COUNTRY**. If you require any further information please do not hesitate to contact us at your convenience.

Thank you in advance for your assistance in granting this visa request.

Sincerely,

(MUST BE SIGNED BY SOMEONE OTHER THAN THE APPLICANT)

NAME OF PERSON SIGNING THE LETTER

POSITION