

Embassy of [Country]

[Your Name]

[Your Address]

[City, State, Zip Code]

[Email Address]

[Phone Number]

Date: [Insert Date]

To Whom It May Concern,

Subject: Application for Business Visa

I, [Your Name], a [Your Position] at [Your Company Name], located at [Company Address], am writing to apply for a business visa to [Country]. The purpose of my visit is to [state purpose, e.g., attend meetings, negotiate contracts, etc.], scheduled from [start date] to [end date].

During my visit, I will be staying at [Hotel Name/Address]. I have attached the necessary documents including my itinerary, invitation letter from [Company Name], proof of accommodation, and financial statements to demonstrate my eligibility for this visa.

I kindly request the embassy to process my application at the earliest convenience. Thank you for your attention to this matter. I look forward to your favorable response.

Yours sincerely,

[Your Signature (if sending a hard copy)]

[Your Name]

[Your Position]

[Your Company Name]