

Business Visa Invitation Letter Request

Date: [Insert Date]

[Your Name]

[Your Address]

[City, State, ZIP Code]

[Email Address]

[Phone Number]

To,

The Consulate General,

[Embassy/Consulate Name]

[Embassy/Consulate Address]

[City, State, ZIP Code]

Subject: Request for Business Visa Invitation Letter

Dear Sir/Madam,

I am writing to formally request an invitation letter to obtain a business visa for my upcoming visit to [Destination Country]. I represent [Your Company Name], where I hold the position of [Your Job Title]. Our company is engaged in [Brief Description of Your Company's Business] and is looking to establish a partnership with [Partner Company Name] located in [Partner Company Address].

The intended dates of my travel are from [Start Date] to [End Date], during which I plan to [Briefly Explain the Purpose of Your Visit]. Therefore, I kindly request the issuance of a business visa invitation letter that would facilitate my application process.

Should you require any additional information or documents to process this request, please do not hesitate to contact me via the provided details.

Thank you for considering my request. I look forward to your positive response.

Sincerely,

[Your Name]

[Your Job Title]

[Your Company Name]