

Request for Business Visa Renewal

Date: [Insert Date]

To,
The Visa Officer,
[Embassy/Consulate Name]
[Embassy/Consulate Address]
[City, State, Zip Code]

Subject: Renewal of Business Visa - [Your Name]

Dear Sir/Madam,

I am writing to formally request the renewal of my business visa, which is set to expire on [Insert Expiration Date]. My name is [Your Full Name], and my passport number is [Your Passport Number]. I have been actively engaged in business activities in [Country Name] and wish to continue my work.

During my previous stay, I was involved in [Brief description of business activities]. For the renewal process, I am providing the necessary documentation, including:

- Completed visa application form
- Copy of my current visa
- Updated letter from my employer/sponsor
- Proof of financial means
- Any additional documents as required

I appreciate your attention to this matter and kindly request the expeditious processing of my visa renewal. Should you require any further information, please do not hesitate to contact me at [Your Contact Information].

Thank you for your consideration.

Sincerely,
[Your Name]
[Your Address]
[City, State, Zip Code]
[Your Email]
[Your Phone Number]