

Embassy Visa Request

Date: [Insert Date]

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

Consulate General of [Country]
[Embassy Address]
[City, State, Zip Code]

Dear Consular Officer,

Subject: Request for Business Visa

I am writing to formally request a business visa to [Country] for the purpose of [briefly state your purpose, e.g., attending a conference, meeting clients, etc.]. My intended travel dates are from [start date] to [end date].

As [your position] at [your company], I am responsible for [briefly explain your role and relevance of the trip]. This trip is crucial for [mention the significance of the trip for your business].

Attached are the necessary documents supporting my visa application, including my passport copy, invitation letter from [inviting company/organization], proof of accommodation, and financial statements.

I would be grateful for your prompt attention to my application so that I can proceed with my travel plans. Thank you for considering my request. I look forward to your positive response.

Sincerely,

[Your Name]
[Your Position]
[Your Company]