

Business Visa Inquiry Document Checklist

Date: [Insert Date]

To: [Embassy Name]

Address: [Embassy Address]

Dear Sir/Madam,

I am writing to inquire about the documentation requirements for a business visa application. Below is a checklist of documents I believe may be required:

- Completed visa application form
- Valid passport (with at least 6 months validity)
- Passport-sized photographs (number as required)
- Business invitation letter
- Proof of accommodation in [Country]
- Travel itinerary
- Financial statements or proof of funds
- Evidence of business registration
- Employment verification letter
- Any additional documents as specified by the embassy

Could you please confirm if this checklist is comprehensive or if there are any additional documents required? Thank you for your assistance.

Sincerely,

[Your Name]

[Your Position]

[Your Company Name]

[Your Contact Information]