

# Embassy Entry Clearance Application

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

[Embassy Name]  
[Embassy Address]  
[City, State, Zip Code]

Dear Sir/Madam,

I am writing to formally request entry clearance for a business visit to [Country] from [Start Date] to [End Date]. I am currently employed as [Your Job Title] at [Your Company Name], located at [Company Address].

The purpose of my visit is to [briefly describe the purpose, e.g., attend a business meeting, participate in a conference, visit a client, etc.]. During my stay, I will be engaged in [explain activities you plan to undertake].

I have attached the following documents to support my application:

- Passport copy
- Invitation letter from [the inviting company/organization]
- Proof of accommodation
- Travel itinerary
- Financial statements

I assure you that I will comply with all the visa regulations and depart [Country] before the expiration of my entry clearance.

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

Sincerely,

[Your Name]

[Your Position]

[Your Company Name]