

Letter of Visa Application for Work-Related Travel

Date: [Insert Date]

To,

The Consulate General,

[Insert Country's Consulate Address]

Subject: Application for Travel Visa for Work-Related Travel

Dear Sir/Madam,

I am writing to formally request a travel visa to [Insert Country] for work-related purposes. My name is [Your Full Name], and I am employed at [Your Company/Organization Name] as [Your Job Title].

As part of my professional responsibilities, I am required to travel to [Insert Country] from [Insert Start Date] to [Insert End Date] to [briefly describe the purpose of the trip, e.g., attend meetings, conduct training, etc.].

Attached to this letter are the following documents for your review:

- Copy of my passport
- Invitation letter from [Insert Name of Company/Organization in Host Country]
- Proof of employment
- Travel itinerary
- Evidence of accommodation arrangements

I assure you that I will comply with all regulations and laws during my stay in [Insert Country] and will return to [Your Home Country] upon completion of my duties. Your assistance in expediting my visa application would be greatly appreciated.

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

Sincerely,

[Your Full Name]

[Your Job Title]

[Your Company/Organization Name]

[Your Contact Information]

[Your Address]