

Visa Application Confirmation

Date: [Insert Date]

To Whom It May Concern,

This letter is to confirm that [Applicant's Name], holding the passport number [Passport Number], has submitted a visa application for business travel to [Destination Country] on [Application Date].

The purpose of the travel is for [briefly explain purpose, e.g., attending meetings, conferences, etc.], scheduled to take place from [Start Date] to [End Date].

We kindly request the expedited processing of this application to facilitate [Applicant's Name]'s travel arrangements.

Should you require any further information or documentation, please do not hesitate to contact us at [Your Contact Information].

Thank you for your attention to this matter.

Sincerely,

[Your Name]

[Your Position]

[Your Company]

[Company Address]

[Company Phone Number]

[Email Address]