**DATE**   
Consulate General of **COUNTRY NAME**

Dear Visa Officer:

Our company, **COMPANY NAME**, is pleased to present **APPLICANT FULL NAME,** a **COUNTRY** **NAME** national, who will be traveling on our behalf of. Included with this letter, please find their valid **COUNTRY NAME** passport and required documentation for **LENGTH, AND NUMBER OF ENTRIES (EX: 10-year Multiple-Entry)** Business visa.

**APPLICANT NAME** has been employed with **COMPANY NAME** for **LENGTH OF SERVICE**, as **JOB TITLE** since **HIRE DATE.** The primary contact information for **APPLICANT NAME**, in the **COUNTRY OF RESIDENCE** is: **PHONE NUMBER** and **COMPANY EMAIL ADDRESS**.

**APPLICANT NAME** is currently planning a Businessvisit to **COUNTRY NAME**. **EXPLAIN ACTIVITIES OF COMPANY & APPLICANT DURING VISIT.** **APPLICANT NAME** will depart from **COUNTRY NAME** on **DATE OF DEPARTURE** and will arrive in **ARRIVAL CITY** on **DATE OF ARRIVAL.** They will remain for approximately **#** of days and will return **NUMBER OF TIMES TRAVELER IS EXPECTED TO RETURN TO THIS COUNTRY IF REQUESTING MULTIPLE ENTRY VISA** over the next **TIME PERIOD**. We would greatly appreciate any assistance you can provide us in expediting this process.

**APPLICANT NAME** will be contacting **LOCAL COMPANY CONTACT INFORMATION** while in **COUNTRY NAME**. Their contact information is:

**FULL ADDRESS  
FULL PHONE NUMBER**

During their stay, all financial responsibility for **APPLICANT NAME** will be assumed by **COMPANY NAME.** We guarantee that **APPLICANT NAME** will have adequate funds in their possession while traveling, in addition to confirmed accommodations and return transportation to **ORIGINATING COUNTRY NAME** and will not in any way become dependent upon the Government of **COUNTRY NAME** during their visit. **APPLICANT NAME**’s visit will be short-term in nature and they have no intention to immigrate to **COUNTRY NAME**.

We appreciate your prompt attention to this matter. If there are any questions, please feel free to contact me via my information below.

Kind regards,

**AUTHORIZED SIGNATURE**

**SIGNER NAME  
SIGNER TITLE  
SIGNER CONTACT INFORMATION**