

# Sample Business Letter

Date

Consulate General of (Country Visiting)

Dear Sir/Madam:

(Your company Name) would like to request a (single, double, or multiple entry) business visa for our employee (Traveler's Full Name and Title) who is traveling to your country on (Dates of travel) for the purpose of (business discussions, negotiations, etc.).

While visiting (Country Name), (Traveler's Name) will meet with representatives of (Name and Address of Host Company).

While in (Country Name), (Company Name) guarantees the financial expenses for (Traveler's Name) while (he/she) is visiting your country as well as (his/her) return transportation to the United States.

Thank you for your assistance and consideration in this matter.

Sincerely,

\_\_\_\_\_(Signature)

Name of Senior Manager (not Traveler)

Title