

**Sample Business Letter****Important:** *Please fill in the blanks and transfer on the company letterhead. Address the letter to Consulate General of (enter country name). The letter should be signed by the owner or the responsible officer of the company. It is extremely important to utilize this letter in its entirety. Business visas are issued so that the applicant can travel to the intended country and conduct business (i.e. negotiate, meet and discuss, or attend a seminar). If your trip is to give technical support, perform repairs, conduct training of people in the intended country, participate in a training course, or receiving money/compensation in the foreign country, you'll have to apply for a different type of visa. Procuring labor related visas can take considerably longer time.*

**Date:** \_\_\_\_\_

**Consulate General of** \_\_\_\_\_

**This is to introduce Mr./Ms./Mrs.** \_\_\_\_\_, an employee of \_\_\_\_\_ (enter your company name) for travel to your country. Mr./Ms./Mrs. is employed in the capacity of (give title). His/her professional duties include (describe duties, location where he/she works, and number of years with the company). Mr./Ms./Mrs. will be traveling to (country) for the purpose of (explain in [details] the reason for trip and the nature of business he/she will conduct in the foreign country). He/she will be visiting (give name of contact and corresponding address in the destination country). Mr./Ms./Mrs. will be staying (give details of residence or hotel accommodations in the foreign country) during this business trip.

**Mr./Ms./Mrs. trip to your country is not to render technical support, technical training, repairs, or other employment related activities contrary to the scope of the requested business visa. Mr./Ms./Mrs.** \_\_\_\_\_ is not going to get paid and/or be compensated in \_\_\_\_\_ (enter name of country).

**(Enter company name) will take full responsibility for any debts incurred by Mr./Ms./Mrs.** \_\_\_\_\_ while staying in (enter name of country).

Thank you very much for prompt issuance of the necessary visa.

Sincerely,

(signature)

**(Name and title)**