

## Sample Business Invitation Letter

**Important:** *Please fill in the blanks and transfer on the company letterhead in your own native language. Address the letter to Consulate General of (enter country name). The letter should be signed and sealed by the responsible officer of the company. It is extremely important to utilize this sample 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 the 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 invite Mr./Ms./Mrs. \_\_\_\_\_, date of birth: \_\_\_\_\_, holder of U.S. Passport No. \_\_\_\_\_, issued on \_\_\_\_\_ and expires on \_\_\_\_\_, an employee of \_\_\_\_\_ (enter his/her company name) for travel to (country name).

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 your country). Mr./Ms./Mrs. \_\_\_\_\_ is scheduled to arrive on \_\_\_\_\_ and depart (country) on \_\_\_\_\_.

Our information is: (give inviting party's business name, name of the contact, corresponding address in the destination country, and telephone number). Mr./Ms./Mrs. will be staying (give name, address, telephone number details of residence or hotel accommodations in the your country) during this temporary business trip.

(Enter company name) will be paying for accommodation of Mr./Ms./Mrs. \_\_\_\_\_ while visiting us here in (country name) and we take full responsibility for any debts incurred by Mr./Ms./Mrs. \_\_\_\_\_ while staying in (enter name of country).

Thank you for prompt issuance of the necessary visa.

Sincerely,

(Signature)

(Must place official company seal here)

(Inviting company official representative's name and title)