



## Business Cover Letter (Example)

The letter should request a business visa for the applicant. It should state the title and responsibility of the applicant in the company, what the applicant will be doing in the country, who the applicant will be visiting in the country, when and for how long the applicant will be there, and that the company will be financially and morally responsible for the applicant while he/she is in the country. Close by thanking the Embassy for its consideration of your request.

Here is a sample letter requesting a business visa (on your business letterhead):

.....

To the Embassy of COUNTRY,

We request a SINGLE/DOUBLE/MULTIPLE ENTRY business visa for TRAVELER NAME, TRAVELERS TITLE, of COMPANY NAME.

TRAVELER NAME will be traveling to COUNTRY for \_\_\_\_ days beginning on DATE OF TRAVEL, and will be STATE PURPOSE OF TRIP. While in COUNTRY, TRAVELER NAME will be meeting with NAME AND ADDRESS OF LOCAL CONTACT. We are requesting a VISA VALIDITY SINGLE/DOUBLE/MULTIPLE ENTRY visa for TRAVELER NAME (if double or multiple entry visa request; "due to his/her need to return to COUNTRY for similar purposes over the next VISA VALIDITY").

While in COUNTRY, COMPANY NAME will be financially and morally responsible for TRAVELER NAME.

Thank you for your consideration,

\_\_\_\_\_ (signature)

Printed name of official (must be a person other than the applicant)

Title or Position

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