

**COMPANY'S LETTERHEAD**  
**Sample of Business Letter For Visas**

Embassy/Consulate General of \_\_\_\_\_

This is to inform you that (Mr./Ms.) \_\_\_\_\_ will be traveling on behalf of our company to (name of country) \_\_\_\_\_. (He/she) will be meeting with (Name of Contact) \_\_\_\_\_ of (company name, address, phone number) to (explain exactly the order of business). (Mr./Ms.) \_\_\_\_\_ will be entering (name of country) \_\_\_\_\_ on or about \_\_\_\_/\_\_\_\_/\_\_\_\_. (Company's name in the United States) will be financially responsible for (Mr./Ms.) \_\_\_\_\_ for the duration of his/her stay in (name of country) including the return airfare to the United States. (Mr./Ms.) \_\_\_\_\_ will abide by all laws in force in \_\_\_\_\_ at the time of his/her stay.

Thank you in advance for your assistance for granting the visa.

Sincerely yours,

Signature \_\_\_\_\_ (*cannot be signed by person traveling*)

Title \_\_\_\_\_