

Sample Business Letter
(PRINTED ON ORIGINAL COMPANY LETTERHEAD)

Consulate Director of (Add Country)

Dear Consulate Director:

Mr./Ms. _____, who is one of our employees, is engaged as a/an (Title). He/She plans to visit (City, Country) for the purpose of _____ and his/her business trip will begin on approximately (Date). His/Her contact will be (Name, Address, and Phone Number).

(Company Name) will guarantee Mr./Ms. _____'s maintenance and will be responsible for his/her welfare while in your country. During his/her stay, he/she will reside at (Name, Address of Hotel).

(Company Name) also takes full responsibility for Mr./Ms. _____'s repatriation. He/She is in possession of sufficient funds for his/her stay in (Country) and he/she has an airline ticket for return to the United States.

Please be advised that Mr./Ms. _____'s visit will be short and he/she will not be migrating to (Country).

We present herewith his/her passport and would appreciate immediate issuance of his/her visa to (Country).

Thank you for your assistance.

Sincerely,

(Signed by the traveler's supervisor, superior, or the person who has authorized this trip)