

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 _____