

Canadian Business Cover Letter (Example)

The letter should be addressed to Canadian Immigration and provide detailed trip information. It should state the title of the applicant in the company, what the applicant will be doing in the Canada, who the applicant will be visiting in the Canada including their contact information, the approximate travel dates, and that the company will be financially and morally responsible for the applicant while he/she is in the Canada. Close by thanking the immigration agent for their consideration.

Here is a sample letter (which should be completed on your business letterhead):

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Dear Canadian Immigration Agent,

We are hereby requesting your cooperation in allowing Mr. John Smith, Sales Manager of USA Gloves and Mittens to enter Canada for a short term business visit.

Mr. Smith will be traveling to Canada for 5 days beginning on Thursday, October 21, 2010 to attend general business and sales meetings. While in Canada, Mr. Smith will be staying at the Moose Lodge at 456 Maple Syrup Rd, Toronto, Ontario (555) 555-5555 and will be meeting with John Canuck of Canadian Glove Manufacturing located at 123 Cold Snow Rd in Toronto, Ontario (666) 666-6666. Mr. Canuck can be reach directly at 123-456-7890 during the day and 234-567-8901 during the evening.

While in Canada, USA Gloves and Mittens will be financially and morally responsible for Mr. Smith.

Thank you for your consideration,

(signature)

John Williams

Director

USA Gloves and Mittens