

## 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 Consular General for their consideration of the request.

Here is a sample letter requesting a business visa (print on applicants company letterhead):

.....

To the Consular General of [destination country name],

We request a [single / double / multiple] entry business visa for [applicant name], [applicants title], of [applicants employer name].

[Applicants name] will be traveling to [destination country] for \_\_\_\_ days beginning on [day of week, Month DD, YYYY], and will be [state purpose of trip]. While in [destination country], [applicant name] will be meeting with [contact name] of [inviting company name] located at [inviting company address, phone number]. We are requesting a [single / double / multiple] entry business visa for [applicant name] (*note: if double or multiple entry visa request; "due to his/her need to return to [country name] for similar purposes over the next [period of time, such as one year or five years]"*).

While in [destination country], [applicants employer name] will be financially and morally responsible for [applicant name].

Thank you for your consideration,

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

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

[Title or Position]