

Letter of Invitation (Example)

The letter is written by the inviting organization in the inviting country and should be addressed to the Consular General of the inviting country and provide detailed trip information. It should state the title of the applicant in the company, what the applicant will be doing in the country, who the applicant will be visiting in the country including their contact information and the approximate travel dates. Close by thanking the Consular General for their consideration.

Here is a sample letter (which should be completed on the inviting company business letterhead):

Dear Consular General of [Country],

We are herby requesting your cooperation in allowing [applicants name], [applicants title] of [applicants company name] to enter [destination country] for a short term business visit with our company, [inviting company name].

[Applicants name] will be traveling to [destination country] for [X] days beginning on [day of week, Month DD, YYYY] to attend [general business and sales meetings]. While in [country], [applicants name] will be staying at the [hotel name, address] and will be meeting with [contact name] of [inviting company name] located at [inviting company address, phone number]. [Contact name] can be reach directly at [contacts direct work phone] during the day and [contacts cell phone] during the evening.

Thank you for your consideration,

(signature)

[printed name]

[title]

[inviting company name]