

## Sample Business Letter

(WRITTEN ON YOUR COMPANY LETTERHEAD)

Date:

Embassy / Consulate of (Country): \_\_\_\_\_  
Visa Section

Dear Sir / Madam:

(**Your company**) is pleased to introduce (**Applicant's full name & title**) who is traveling to your country on (**approx. dates of travel**) for the exact purpose of (**business meetings, or negotiations etc**).

While visiting \_\_\_\_\_, (**applicant's name**) will meet with representatives of (**name and address of host company in** \_\_\_\_\_).

(**Your company**) hereby guarantees the financial expenses of the applicant while (**he/she**) is visiting your country and (**his/her**) return transportation to the USA. We appreciate the issue of the visa without delay.

Sincerely,

**(Signatory should be a Company officer, other than the applicant)**  
**(Title of Signatory)**

### Notes:

- All Letters must be on the company letterhead
- A consulate address is not necessary
- The applicant cannot sign the letter