

MUST BE ON A COMPANY'S LETTERHEAD

Date

To,
The Consulate General of <<COUNTRY>>

Re: 1 Year Multiple Entry Business Visa Request

Dear Respected Sir / Madam,

This letter is to introduce <<NAME>>, who holds the position of <<TITLE>> with <<US COMPANY >>. <<NAME>> is scheduled to travel to (COUNTRY) for ____ days beginning on DATE (approximate dates are fine).

During their visit to <<COUNTRY>>, << NAME >> will be attending business meetings with <<PERSON>>of <<INVITING COMPANY >> at <<ADDRSSS>>

<< NAME >>'s visit to <<COUNTRY>> is strictly for the purpose of business meetings. While in <<COUNTRY, << NAME >> will not exceed the legally authorized stay per visit and has no intention for employment, study or immigration in <<COUNTRY>>

We request your assistance in issuing 1-year multiple entry business visa. << US COMPANY >> hereby guarantees the expenses of this trip including medical expense and return airfare to the United States.

Your assistance in granting this visa is greatly appreciated.

Sincerely,
<<Authorized Signer other than you>>
<<Title>>
<<Phone Number>>