Business Letter Sample Format

Company Name
Street
City, State, Zip Code
Phone and Fax numbers

Date

Embassy of

Attention: Visa Department

Dear Sirs,

This letter is to introduce (Applicant's name) , who is our (state exact detailed position) with (Company Name). His/her job duties consist of the following: (state exact job duties in detail). (Applicant's name) wishes to visit your country from (Proposed Date of entry) to (Propose Date of Exit) in order to (Exact purpose of trip in Detail).

We are requesting a Business visa to be issued. While in (name of country), he/she will be contacting
contact person's name
company Name
company Street address and Phone Number

(Company Name) hereby guarantees the expenses of (applicant's name) trip including return airfare to the United States.

Sincerely,

Authorized signer other than the Applicant
(Title)