

Business Sample Business Cover Letter  
MUST BE ON COMPANY LETTERHEAD

[DATE]  
Consulate General of [COUNTRY NAME]

Dear Visa Officer:

We are pleased to introduce [APPLICANT FULL NAME] traveling on behalf of [COMPANY NAME], a national of [COUNTRY]. We are submitting their valid [COUNTRY] passport and required documentation for a [VISA TYPE, LENGTH, AND NUMBER OF ENTRIES – i.e. 10 year multiple entry business/work/tourist] visa.

[APPLIANT NAME] is currently employed as [JOB TITLE] with [COMPANY NAME] since [HIRE DATE] for [LENTH OF SERVICE]. The primary contact information for [APPLICANT NAME] in the [COUNTRY OF RESIDENCE] is [PHONE NUMBER and CORPORATE EMAIL ADDRESS]

[APPLICANT NAME] is currently planning a [TYPE OF VISIT] visit to [COUNTRY NAME]. NOTE: (if business please explain the activities of the organization and applicant). [APPLICANT NAME] will depart [COUNTRY NAME] on [DATE OF DEPARTURE] and will arrive in [ARRIVAL CITY on ARRIVAL DATE] and remain for approximately [NUMBER] of days and will return [NUMBER OT TIMES TRAVELER IS EXPECTED TO RETURN TO THIS COUNTRY IF REQUESTING MULTIPLE ENTRY VISA] over the next [TIME PERIOD]. We would greatly appreciate any assistance you can provide us in expediting this process.

While there, [APPLICANT NAME] will be contacting [LOCAL COMPANY CONTACT INFORMATION]. Their address contact information is:

[FULL ADDRESS]  
[FULL PHONE NUMBER]

[COMPANY NAME] will assume all financial responsibility and guarantees that [APPLICANT NAME] will have adequate funds in their possession while traveling, in addition to confirmed accommodations and return transportation to [ORIGINATING COUNTRY]. [COMPANY NAME] also guarantees that [APPLICANT NAME] will not become dependent upon the Government of [COUNTRY] in any way during the course of their visit.

We appreciate your prompt attention to this matter. If there are any questions, please feel free to contact me.

Kind regards,

[AUTHORIZED SIGNER/JOB TITLE]

**Additional Instructions:**

- *A letter for each country and for each applicant*
- *The address of the embassy or consulate is not necessary*
- *The letter cannot be signed by the applicant and must be signed by a senior company official*