

BusinessVisaHQ 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.

The goal of [APPLICANT FULL NAME] 's trip to Brazil is strictly for business meetings not involving any technical assistance or training.

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*