

## Sample Business Introduction Letter

Visa Section  
[enter name of Embassy]  
[enter address of Embassy]  
  
[enter date]

Dear Visa Officer,

This letter is to confirm that the following employee is required to travel to [enter country] for business discussions:

Full name: [enter name as in passport]  
Nationality: [enter nationality]  
Job Title: [enter position in company]  
Date of Employment: [enter start date of your employment]  
Organisation to be visited: [enter inviting company name and address]  
Validity requested: [enter length of visa required]  
Number of entries requested: [single/double/multiple]  
Entry date: [enter entry date]  
Exit date: [enter exit date]

Please grant the relevant visa for [enter applicant's name] to travel. We confirm that s/he will be in receipt of a return ticket, s/he is covered by our company insurance policy, and all expenses for his/her journey will be met by [enter company name]. Should you wish to discuss this application further please do not hesitate to contact me.

Yours faithfully,

[Signature]

[Company Stamp]

[Signee's name and job title]