

Business Introduction Letter for Visa Application

[Your Company Name]

[Your Address]

[City, State, ZIP Code]

[Email Address]

[Phone Number]

[Date]

To: [Visa Issuing Authority / Embassy Name]

[Embassy Address]

[City, State, ZIP Code]

Subject: Business Introduction Letter for Visa Application – [Applicant's Full Name]

To Whom It May Concern,

This letter is to formally introduce **[Applicant's Full Name]**, who serves as [their position/title] at **[Your Company Name]**, and to support their application for a [visa type] to [destination country].

[Your Company Name] is a [brief description of company, e.g., "global provider of technology solutions with a presence in 5 countries"]. We have had the privilege of employing **[Applicant's Name]** for [X years/months] as [their position/title]. Their role involves [brief explanation of role and responsibilities, e.g., "overseeing client projects, attending business meetings, and facilitating international partnerships"].

The purpose of this trip is [brief purpose, e.g., "to attend an international conference on technological innovation in [Destination Country] from [start date] to [end date]"]. This visit will play a crucial role in furthering our business objectives by [reason for the trip, e.g., "establishing partnerships and fostering industry collaboration"].

We confirm that **[Applicant's Full Name]** will be financially supported by **[Your Company Name]** for the duration of their stay, including accommodation, meals, and other related expenses. **[Your Company Name]** takes full responsibility for ensuring their timely return after the completion of the visit.

Should you require any further details or supporting documentation, please feel free to contact me at **[Your Phone Number]** or **[Your Email]**.

We kindly request your assistance in facilitating the visa application process for **[Applicant's Name]**. Thank you for your prompt attention to this matter.

Sincerely,

[Your Full Name]

[Your Title/Position]

[Your Company Name]

[Phone Number]

[Email Address]