

BUSINESS INTRODUCTION LETTER

The letter below is provided as a general guide ONLY. Applicants and/or employers are advised to use discretion when preparing their own version in support of a business visa application, and adjust according to requirements or personal circumstances. The finished letter must be printed on official company letterhead, to include full contact details and an original (not proxy) signature.

* * *

Name and address of embassy
(You can find these details in the 'Services' section of our website.)

Date

Dear Sir/Madam,

Please accept this letter as confirmation that the following employee is required to visit *country name* for *note purpose of visit, e.g. meetings, business discussions, etc.* on behalf of the company.

Name: *applicant's full name, as printed in passport*

Date of birth: *applicant's date of birth, as printed in passport*

Nationality: *applicant's nationality, as printed in passport*

Passport number: *applicant's passport number*

Position within company: *applicant's job title or position*

Organisation(s) to be visited: *name of company to be visited during trip*

Contact details: *contact details for company to be visited*

Proposed date of entry: *start date of your trip (first trip if multiple entry)*

Proposed date of exit: *end date of your trip (first trip if multiple entry)*

Type of visa required: *single, double or multiple entry*

Requested duration of visa: *validity in days, months or years*

I would be grateful if you would grant the relevant visa for *applicant's name* to travel. We confirm *he/she* is covered by our company insurance policy and all expenses for the trip, including return travel tickets, will be met by *company name*. Please do not hesitate to contact me if you require further information or assurances.

Yours faithfully,

Signature

Name (printed)

Job title