

> SAMPLE BUSINESS COVER LETTER

To the Consulate of (country name)

Dear Sir(s) or Madam(s),

We are requesting a (single | double | multiple) entry (travel/business) visa for (name of applicant), (title of applicant) at (company name/employer's name).

(Name of applicant) will be traveling to (country name) for (number) days commencing on (day of week), (month) (day of the month), (year) and will be (purpose of trip). In (country), (name of applicant) will be meeting with (contact name) to represent (applicant's company's name) to discuss (topic explained in detail). (Name of applicant) will be staying in (location) and meeting (contact) in (planned location).

While in (country name), (applicant's company's name) will responsible for the financial and actions of (applicant).

Thank you very much for your consideration,

(signature)