

A BRIGGS

PASSPORT & VISA EXPEDITORS

Example Business Cover Letter

The letter should request a business visa for the applicant. It should state the title and responsibility of the applicant in the company, what the applicant will be doing in the country, who the applicant will be visiting in the country, for how long the applicant will there and exactly when, and that the company will be financially and morally responsible for the applicant while he/she is in the country. Close by thanking the Embassy for its consideration of your request.

Here is a sample letter requesting a business visa (on your business letterhead):

To the Embassy of **COUNTRY**,

We request a **SINGLE/DOUBLE/MULTIPLE ENTRY** business visa for

TRAVELER NAME, TRAVELERS TITLE, of COMPANY NAME.

TRAVELER NAME will be traveling to **COUNTRY** for ____ days on **DATE OF TRAVEL**,

and will be **STATE PURPOSE OF TRIP**. While in **COUNTRY**, **TRAVELER NAME** will be

meeting with **NAME OF LOCAL CONTACT**. We are requesting a

VISA VALIDITY SINGLE/DOUBLE/MULTIPLE ENTRY visa for **TRAVELER NAME**

(if double or multiple entry visa request; "due to his/her need to return to **COUNTRY** for similar purposes over the next year").

While in **COUNTRY**, **COMPANY NAME** will be financially and morally responsible for

TRAVELER NAME.

Thank you for your consideration,

_____ (signature)

Name of official (must be a person other than the applicant)
Title or Position