

Local Business Letter Template

To: Consulate General of (country) (or to: Embassy of (country))

RE: Visa Application

Date: _____

Greetings:

(Client's name) [(gender, date of birth)] is currently employed in the position of (job title) by (name of U.S. company) located at (local business address). While in (country), he'll visit (name of host company) located in (address of host company) to fulfil (specific purpose of trip). (Client's name) must arrive on (date of arrival) and will depart on (date of return). During the visit, (name of U.S. company) will pay for all meals, lodging, travel, and guaranteed return transportation. (Name of client) [for longer term visas:] (will need to return in future years for similar purposes and) is applying for a ____ year/month Multiple Entry Business Visa.

Thanks for your time and attention.

Sincerely,

(PRINTED NAME of the company's senior executive, position, and SIGNATURE)

Please note:

Business owner - it's still advisable to have someone else write the letter.

It should be typed on your company letterhead and signed by an officer of your company and can be printed, signed, scanned, and emailed to be printed and attached to your visa documents

Ensure that the information (e.g. dates of travel, type and duration of visa requested) in all letters (Local Business, Validity Request and Host Invite) and the information in the visa application match.

