[Mention the date]

[Mention the concerned authority]

[Mention the embassy name]

[Mention the office address]

Sub: Letter for Expedited Visa Processing

Dear Sir/Madam,

It is very important to notify that I have done VISA application processing on [mention date] for an urgent meeting of the company. I would like to let you know that the important client is staying at [country name] . [name of client] with whom we are attached with is quite a respectful client.

I would like to let you know that [name of client] with whom we are attached with have been conducting business for the last [time span] years and we have scheduled the meeting on [mention date] and it is very important for our company.

It is very important to let you know that [company name] which is our company , is actually going through a difficult patch. This is very important to notify that the company is facing difficulties. In order to save the company from the disastrous loss , it is necessary to meet the person over there sitting in the organization in [company name]. The meeting will be held in concern with finding solution.

In fact, I [your name] have been asked to go and meet the person in the company based in [country name].

In fact, our company has verified that documents have been submitted properly and every information has been necessarily cleared and processed.

I would like to inform you that entire strength of the company is [number] and they are looking forward for the consequences of the meeting. Henceforth, expedited visa appointment is important.

I would like to let you know that kindly investigate the matter for the visa processing and it is required to mention it properly. It is important to wait for the response. Kindly contact me on [contact number] or send me information in to [email id].

Thanking You,

Yours Sincerely,

[name of person]

[date]