

**SAMPLE BUSINESS LETTER FROM EMPLOYER**  
**(PRINTED ON COMPANY LETTERHEAD)**

[Today's date]

**CONSULATE GENERAL OF** [Country you're visiting]  
**VISA SECTION**

**Subject:** Business visa for [match the visa type available, e.g. single-entry, 3 months]

Sir/Madam,

1. Brief introduction about the business.
2. Introduce the applicant including job title/occupation and duration with employer.
3. Purpose of visit (recommended: business meetings or contract negotiations.  
**Avoid:** work or employment).
4. Introduce the contact in the foreign country: name, relationship, business address, phone number and email address.
5. You may mention that the employer will be financially responsible for the trip and ensure that applicant will return home.
6. Express gratitude to the Visa Consular for considering your business visa request.
7. "Should you have any questions or need additional information, please feel free to contact me directly at: [Preferred phone number or email here]."

Sincerely,

[signature with black/blue ink pen]

Company representative, other than the applicant