**LETTER TEMPLATE**

**BUSINESS INVITATION FROM COMPANY ABROAD**

To: **name and address of embassy**

Date:

Dear Sir,

This is to confirm that name **(date & place of birth, nationality & passport no)** has been invited to visit **name of inviting company** between **date**and **date**.  
Name is visiting the company on a business trip, for the purpose of **give purpose*,* i.e., business meetings.** If you require more information about this trip, please ***contact* reference name** at **company address** and **tel. no**.

**Optional**: Name will be required to visit the company regularly over the next **number**months for the purpose of **give purpose**. We therefore ask if you can issue**him/he*r*** with a multiple entry visa for this period.

Your assistance in this matter would be highly appreciated,

Yours sincerely,

**Signature**

**Name**

**Position**