**Invitation Letter for Visit Visa**

**[Sender Name]**

[Sender Title]

**TO**

[Recipient's Name]

[Recepient's Address]

[City, State, ZIP Code]

**FROM**

[Your Name]

[Your Designation]

[Company Name]

[Company Address]

[City, State, ZIP Code]

[Email Address]

[Contact no]

[Date]

**SUBJECT**

For business purpose (negotiating a contract)

Dear [Recipient's Name],

I am pleased to invite you to visit [Host’s country] on a business visit visa. [Company Name], based in [Host’s country], is seeking a partnership with your esteemed company, [Recipient's Company Name], and I believe this can lead to significant growth and success.

To facilitate the negotiation process and strengthen our business ties, we request your presence in [Host’s country] for [Expected Duration of Visit], tentatively starting from **[Start Date]** to **[End Date]**. We will discuss the proposed contract, exchange ideas, and explore collaboration opportunities.

During your stay, [Company Name] will provide assistance and support, including accommodation and transportation arrangements. We will also provide the necessary documentation for your visa application.

Please find attached the required documents:

**Invitation letter**

**[Company Name]'s registration and business licenses**

**Proposed itinerary with meeting schedules.**

**Proof of accommodation arrangements**

**Proof of financial responsibility (if applicable)**

**Additional documents as per consulate or embassy requirements.**

Once you have received your visa and finalized your travel arrangements, please inform us so we can make the necessary preparations.

If you have any questions or need further information, feel free to contact me at [Phone Number] or [Email address]. We eagerly await your arrival and look forward to a successful business partnership.

Warm regards,

[Name]