[Letterhead]

**To Whom It May Concern.**

[Place], [date] [month], [year]

**Letter of Invitation**

Dear Sir/Madam.

This letter is to confirm that we at [the company that invites], at [city, state], would like to extend our formal invitation to Mr/Ms [name of the person is invited] to visit our company.

Mr/Ms [name] plans to visit [the country that you apply for a visa] to participate in a series of business meetings during the period from [date of arrival] to [date of departure] for [length of stay]. Mr/Ms [name]’s personal information for this visa request is below:

First Name:

Last Name:

Sex:

Date of Birth:

Nationality:

Current Occupation:

Passport No:

Issue date:                                                    Expire date:

[Briefly describe the inviting company].

Mr/Ms [name] will be staying at [hotel’s name] located at [hotel’s address]. The entire expense for this trip, including airfare, hotel, and insurance will be covered by [the company that pays for the trip].

[name of the company that invites] would appreciate it if you could issue a business visa for Mr/Ms/Mrs. [name of the person is invited] upcoming trip to [the country that you apply for the visa]. Please do not hesitate to contact us at [contact number of the inviting company] should you have any questions regarding this visa request. 

Best regards,

[Name of the representative]

[Job title]

[Name of employment]