[Date]

Embassy of [country]

[insert embassy address]

Dear Sir/Madam:

[Your company name] would like to request a [single, double or multiple entry for # of months] business visa for our employee, [traveler’s full name and title] who is traveling to your country on [dates of travel] for the purpose of [business discussions, negotiations, etc].

While visiting [country name], [traveler’s name] will meet with representatives of [name and address of company hosting your visit].

While in [country name], [your company name] guarantees the financial expenses for [traveler’s name] while [he/she] is visiting your country as well as [his/her] return transportation to the United States.

Thank you for your assistance and consideration in this manner.

Sincerely,

[Signature]

[Name of Senior Manager, NOT the traveler]

[Senior Manager title]