

## Sample Business Cover Letter

(Date)

Consulate General of (Country)

Dear Sirs/Madam:

On behalf of (Traveler's Full Name), a national of (Nationality), we are submitting his/her valid passport and required documents for a (Length And # Of Entries) (Business/Tourist) visa. (Mr./Mrs./Ms Traveler's Name) has been a (Job Title/Position) with (Name Of Company) since (Date of Hire) for (Length Of Employment). (Applicant's Company's Name)'s contact number in the United States is (US Corporate Contact Number).

(Traveler's Name) is planning a (Business/Tourist) visit to (Country Name). (If Business Please Explain Activities Of The Organization). He/She will depart the United States on (Departure Date) and will arrive in (Arrival City) on (Arrival Date) and remain for approximately (# Of Days) and will return (# Of Times Traveler Is Expected To Return To This Country If Requesting A Multiple Entry Visa) over the next year. We would greatly appreciate any assistance you can provide us in expediting this process. While there, he/she will be contacting (Local Contact Name And Company Name). His/Her address is (Exact Street Address). The phone number is (Number).

(Company Name) guarantees that (Traveler's Name) will have adequate funds in his/her possession, as well as confirmed living accommodations and return transportation. (Name Of Company) also guarantees that he/she will not become dependent upon the Government of (Country Name) in any way during the course of his/her visit.

Thank you for your kind assistance in this matter. Please feel free to contact me with any questions.

Sincerely,

(Authorized Signer Other Than The Traveler)  
(Signer's Title)

### Important instructions

- Write one letter for each country and for each applicant
- All letters must be on company letterhead
- Replace all information in parentheses with the data for this trip
- A consulate address is not necessary
- The letter cannot be signed by the applicant