[Your Company’s Letterhead]

[Your Company’s Name]

[Your Company’s Address]

[City, State, Zip Code]

[Email Address]

[Phone Number]

[Date]

[Recipient's Name]

[Recipient's Company Name]

[Recipient's Company Address]

[City, State, Zip Code]

Dear [Recipient's Name],

Subject: Invitation for Business Visit Visa

We are pleased to invite you to visit [Your Company’s Name] in [City/Country] to engage in discussions related to [specific purpose of the visit, e.g., business negotiations, partnership opportunities, etc.]. This visit is scheduled for [dates of the visit, e.g., from mm/dd/yyyy to mm/dd/yyyy].

During your visit, we would like to facilitate meetings with our [mention relevant departments, e.g., sales, marketing, production] to explore potential collaboration opportunities and discuss ongoing projects. Our team looks forward to exchanging ideas that can enhance our mutual interests and foster a successful working relationship.

Please find the necessary details for obtaining your business visit visa below:

- Purpose of Visit: [Briefly describe the purpose, e.g., business meetings, site visits]

- Duration of Stay: [Specify duration]

- Hosts: [Identify who will be hosting or meeting with the guest]

- Address of Meetings: [Provide location details where the meetings will take place]

We would be glad to assist you with any information required for your visa application or any other arrangements needed for your visit. Please let us know if there are specific requirements we need to address.

We look forward to your confirmed visit and to building a strong and fruitful partnership.

Yours sincerely,

[Your Name]

[Your Position]

[Your Company’s Name]

[Your Signature (if sending a hard copy)]

[Optional: Company Seal if applicable]

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Feel free to customize the details to suit your needs!