

ON INVITER COMPANY'S LETTERHEAD

****Please print on company stationery****

THIS LETTER MUST BE STAMPED WITH THE COMPANY SEAL

(Date)

Consulate General of USA

Consular Section

Dear Visa Officer:

We would like to formally invite **(Name of Traveller exactly as it appears in their passport)**, **(Job Title)**, **(Traveller's Company Name)** to visit our company, **(Full Name of Company)** in **(City, Province)**. **(His/Her)** information is as follows:

(Name of traveller exactly as it appears in their passport) **(Gender)** **(Date of birth)** **(Nationality)**

While visiting our company **(Name of Traveller)** will be conducting **(Brief description of the purpose of trip and the type of business the traveller is engaged in)**. Our company is **(describe company and the relationship with the US based company)**. **(Name of Traveller)** will be arriving on **(Date of Entry)** and departing on **(Date of Departure)**,

(Name of Traveller) will be meeting with:

(Contact Name)

(Contact Job Title)

(Contact Address 1)

(Contact Address 2)

(Contact Office Phone)

(Contact Cell Phone)

(Contact Email)

(Name of Traveller) will be in possession of a round trip airline ticket. **(Name of Inviter Company)** hereby guarantees all travel and other support expenses of **(Name of Traveller)** during their trip. **(Name of Inviter Company)** respectfully requests **(Name of Traveller)** be granted a **(state the type of visa and the validity of the visa you are requesting. For example: 1 year multiple entry business visa.)**

Thank You,

(Name) **(Include Signature)**

(Title)

(Signer Phone Number)

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<Date>

To,

The Visa Officer

US Embassy,

(Country)

Subject: Request for Issuance of Business Visa For Mr/Ms. <name>

Dear Sir/Madam,

<Traveller's name>, <designation>, <department> of <(country) company or organization name> is required to visit <inviting company or organization> in the USA for <purpose> (E.g.: Business meetings, internal training, client meetings, etc.) between <from date> and <to date>.

His/her passport details are as follows:

Full Name: Traveller's Name

Passport No: X1234567

Issue Date: DD MMM, YYYY

Expiry Date: DDMMM, YYYY

Place of Issue: XXXXXXX

<Inviting Company> guarantees that the above officer will abide by the Laws and Regulations of the USA and that he/she will return to (country) before expiry of his/her visa. All expenses to be incurred by the above officer will be borne by <(country) Company/Inviting Company Name>.

We request you to issue him/her the necessary multiple entry business visa and oblige.

Thanking you.

Yours Truly,

<Signature and Company or Organization Seal>

<Authorized Signatory Name>

<Designation>

<Inviting company or organization name>

<Place>

How to write an Invitation Letter for a Business visa (Complete Guide)

To: Consulate General of **(country)** (or To: The Embassy of **(country)**)

RE: Visa Application

Date: _____

Greetings:

(client name) [(gender, date of birth)] is currently employed in the position of **(job title)** for **(local US company name)**, located at **(local business address)**. While in **(country)** they will be visiting with **(host company name)**, located **(address of host company)** for the purpose of **(specific purpose of trip)**. **(Client name)** needs to travel to on **(entry date)** and will be leaving **(return date)**. During their visit, all food, lodging and travel expenses as well as guaranteed return transportation will be the responsibility of **(local US company name)**. **(Client name)** [For longer term visas :)] **(Will need to return in the coming years for similar purposes and)** is requesting a _____ year/month Multiple Entry Business Visa.

Thank you very much for your time and consideration.

Sincerely,

(PRINTED NAME of officer of the Company),

(Position)

(SIGNATURE)