

[Company Letterhead]

[Date]

To: [Consulate/Embassy Name]  
[Address of Consulate/Embassy]  
[City, Country]

**RE: Business Visa Support for [Employee Full Name]**

Dear Honorable Consul,

This letter is to verify that [Employee Full Name] is employed with [Company Name] as [Executive Job Title]. [He/She] has been with the company since [Start Date] and currently earns an annual salary of [Amount].

As [Job Title], [Employee Name] is required to travel to [Destination Country] from [Departure Date] to [Return Date]. The purpose of this executive visit is to [Specific Business Purpose, e.g., attend board meetings, oversee regional operations, or sign contracts] with [Partner Company/Branch Name].

[Company Name] guarantees that we will cover all travel expenses, including round-trip airfare, lodging, meals, and medical insurance for the duration of this trip. [Employee Name] will remain an employee of [Company Name] and will return to their duties in [Home Country] upon completion of the visit.

We kindly request that you grant the necessary business visa for this travel. Please contact me at [Phone Number] or [Email Address] if you require any further information.

Sincerely,

[Signature]  
[Name of Higher-Ranking Official/HR Director]  
[Title]  
[Company Name]