

Sample Business Invitation Letter

*** This letter must be on the inviting companies stationary ***

February 1, 2008

Consulate General of (*Country to which you are traveling to*)
Consular Section

Dear Visa Officer,

We are cordially inviting Jeremy Simmons, Vice President, East Coast Productions (*insert the name invitees company*) to visit (*country you are traveling to*) on Monday April 3 through April 17, 2008. During this trip he will meet with our company representative to discuss the sale and distribution of products.

East Coast Promotions, Inc, assumes all financial responsibility for any debts incurred by Jeremy Simmons while traveling on business in (*country to be traveled to*).

I appreciate your prompt attention to this matter.

Sincerely,

Barry G. Hart
Senior Vice President
East Coast Promotions, Inc.