

Sample Business Letter

*** This letter must be on your companies stationary ***

February 1, 2008

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

Dear Visa Officer,

Jeremy Simmons, Vice President, East Coast Productions (*insert the name of your company*) is planning a business trip to (*country of travel*) on Monday April 3 through April 17, 2008. During this trip he has scheduled meetings with a company colleague to discuss the sale and distribution of our products.

His agenda is to meet and discuss business with Mr. Hank Hartford at:

Promotions International
716 Conj. 1210
New Delhi, India 04111-00
Tel: 252.154.3336

(It is important that you indicate the company and individual you are going to visit with complete address and telephone number)

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.