



# EXPEDITE PASSPORT EXPERTS

## SAMPLE BUSINESS LETTER

Embassy or Consulate of **(Country Visiting)**  
RE: **(Mr. Travelers Name)**

Consular Officers:

This letter is to introduce you to Mr./Ms. **(Traveler)**, **(Title, example: Sales Manager)** for  
Company name.

Mr/Ms. **(Traveler)** will be traveling to **(Country)** for the purpose of attending **(sales or business)**  
meetings with **(name of company in the country you are visiting)** located in **(company's**  
**address)**. Mr/Ms **(Traveler)** will be arriving on **(approximate date)** his/her purpose for visiting  
**(Country)** is only for business and will not be involved in any technical activities.

**(Company name)** will accept full financial and moral responsibility for Mr/Ms. **(Traveler)** and  
assure he/she will not exceed his/her legal stay in accordance with his/her visa.

Please take under consideration and review his application and supporting documentation for  
granting a Business Visa.

Thank you in advance for your attention in this matter.

Sincerely,

\_\_\_\_\_  
**Mr.(Company employee other than traveler)**  
Title of person signing

### REMINDERS

**\* LETTER MUST BE  
NOTARIZED  
for Certain Counties**

833 ATLANTA ST. ROSWELL, GA. 30075 Ph.770-594-2259 Fax 770-594-2914

**TOLL FREE 1-800-970-2259    [www.passportxperts.com](http://www.passportxperts.com)**