

Sample Invitation Letter

ON INVITER COMPANY'S LETTERHEAD

****Please print on company stationary****

(Date)

Consulate General of **(Traveler's destination Country)**
Consular Section

Dear Visa Officer:

We would like to formally invite **(Name of Traveler, and Passport Number)**, **(Title)**, **(Traveler's Company Name)** to visit our company in **(City, Country)**. While visiting our company **(Name of Traveler)** will be conducting **(Brief description of the purpose of trip i.e. "business meetings")**. **(Name of Traveler)** will be arriving on **(Date of Entry)** and departing on **(Date of Departure)**,

(Name of Traveler) will be meeting with:

(Contact Name)

(Contact Address 1)

(Contact Address 2)

(Contact Telephone)

(Name of Traveler) 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 Traveler)** during their trip. **(Name of Inviter Company)** respectfully requests **(Name of Traveler)** 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)