***UK Business Letter (Sample)***

Visa Section

[enter name of Embassy]

[enter address of Embassy]

[enter date]

Dear Visa Officer,

This letter is to confirm that the following employee is required to travel to [enter country] for

business discussions:

Full name: [enter name as in passport]

Nationality: [enter nationality]

Passport number: [enter passport number]

Passport issue/ expiry date: [enter dates]

Job Title: [enter position in company]

Organisation to be visited: [enter inviting company name and address if known]

Entry date: [enter entry date]

Exit date: [enter exit date]

Validity requested: [enter length of visa required]

Number of entries requested: [single/double/multiple]

Please grant the relevant visa for [enter applicant’s name] to travel. We confirm that he/she will be in

receipt of a return ticket, he/she is covered by our company insurance policy, and all expenses for

his/her journey will be met by [enter company name].

Should you wish to discuss this application further, please do not hesitate to contact me.

Yours faithfully,

[Signature]

[Signee’s