

An **invitation letter with accommodation details sample for business visa** serves as a formal document provided by the host to the visa applicant, outlining the purpose of the visit, duration of stay, and confirming the availability of accommodation during the business trip. This letter typically includes essential information such as the host's contact details, the business relationship between the parties, and specifics about the lodging arrangements to assure visa authorities of the applicant's planned stay. It is a crucial part of the visa application process, facilitating smooth approval by demonstrating clear plans and support for the applicant's temporary visit for business purposes.

Sample Invitation Letter with Accommodation Details for Business Visa

[Your Company Letterhead]

[Date]

[Consulate or Embassy Address]

[City, Country]

Subject: Invitation for [Applicant's Full Name] with Accommodation Details

Dear Sir/Madam,

I am writing to invite **[Applicant's Full Name]**, holding passport number **[Passport Number]**, who is an employee of **[Applicant's Company Name]** in **[Applicant's Country]**.

The purpose of the visit is to attend business meetings and discussions at our company, **[Host Company Name]**, located at **[Company Address]**, from **[Start Date]** to **[End Date]**.

Accommodation Arrangements:

During his/her stay in **[City, Country]**, **[Applicant's Full Name]** will be accommodated at **[Hotel/Guest House Name & Address]** and all lodging expenses will be borne by our company.

Host Details:

Name: **[Host's Full Name]**

Position: **[Host's Job Title]**

Company: **[Host Company Name]**

Address: **[Company Address]**

Phone: **[Host's Phone Number]**

Email: **[Host's Email Address]**

We kindly request you to assist in granting a business visa to **[Applicant's Full Name]**. Should you require any additional information, please feel free to contact me.

Sincerely,

[Host's Signature]

[Host's Full Name]

[Host's Position]

[Host Company Name]

Notes:

- Replace bracketed text ([...]) with actual details.
- Print the letter on company letterhead and include a signature for authenticity.