

Date: [Insert Date]

To,  
[Consulate/Embassy Address]  
[City, Country]

Subject: **Business Invitation Letter for Trade Fair Participation with Visa Support**

Dear Sir/Madam,

We are pleased to formally invite **[Invitee's Full Name]**, holding passport number **[Invitee's Passport Number]** and representing **[Invitee's Company Name]**, to attend the **[Name of Trade Fair/Event]** to be held from **[Start Date]** to **[End Date]** at **[Venue/Location]** in **[City, Country]**.

The purpose of this invitation is to provide an opportunity for esteemed participants and companies to explore business prospects, network with industry professionals, and foster international collaboration during the event. Our organization, **[Organizer/Company Name]**, is the official host of the event and we confirm that the above-mentioned individual is our valued guest.

We assure all necessary support in facilitating **[Invitee's Name]**'s participation and agree to provide assistance for their visa application as required by immigration authorities. Please feel free to contact us for any further information or clarification.

Kindly consider this letter as an official endorsement of **[Invitee's Name]**'s visit to **[Country]** for the stated purpose.

Thank you for your support and cooperation.

Sincerely,

**[Your Name]**  
**[Your Designation]**  
**[Organizer/Company Name]**  
[Address]  
[Phone Number]  
[Email Address]