

# Invitation Letter for Foreign Business Partner

Date: **[Insert Date]**

To:

**[Partner's Name]**

[Partner's Position/Title]

[Partner's Company Name]

[Company Address]

[Country]

Dear **[Partner's Name]**,

We are pleased to formally invite you to **[Your Company Name]** located in **[City/Country]** for a business meeting and collaborative discussions scheduled from **[Insert Arrival Date]** to **[Insert Departure Date]**.

## Purpose of the Visit

The main objective of your visit is to strengthen our business relationship and to discuss key topics including:

- [Briefly Describe Business Agenda Item 1]
- [Briefly Describe Business Agenda Item 2]
- [Briefly Describe Business Agenda Item 3]

We anticipate that this meeting will result in mutually beneficial outcomes and lay a strong foundation for future collaboration.

## Accommodation and Travel Arrangements

We have taken the liberty of organizing comfortable accommodation and transportation for the duration of your visit. Please see the details below:

- **Hotel Reservation:**  
Reservation has been made at **[Hotel Name]**  
Address: [Hotel Address]  
Contact: [Hotel Phone/Email]  
Check-in: [Check-in Date]  
Check-out: [Check-out Date]
- **Transportation:**  
Airport pickup and daily transportation between the hotel and our company will be arranged.  
Please provide your flight details for timely arrangements.
- **Local Amenities:**  
The hotel is conveniently located near restaurants, shopping centers, and tourist attractions.  
Should you require any special assistance or recommendations, please let us know.

## Visa Support

If a visa is required for your travel, please inform us so we can provide supporting documents and guidance for your visa application process.

We look forward to hosting you and working together towards a successful partnership. Should you

have any questions or specific requests regarding your stay, please feel free to contact me directly at **[Your Email]** or **[Your Phone Number]**.

Thank you and we look forward to your positive response.

Sincerely,

**[Your Name]**

[Your Position/Title]

[Your Company Name]

[Contact Information]