

Sample Invitation Letter for Business Visa Application to Canada

[Your Company Letterhead]

[Date]

Visa Officer

[Embassy/Consulate of Canada]

[Embassy Address]

[City, Country]

Subject: Invitation Letter for Business Visit to Canada

Dear Sir/Madam,

I am writing this letter to invite **[Visitor's Full Name]**, holding passport number **[Visitor's Passport Number]**, residing at **[Visitor's Address]**, to visit our company **[Your Company Name]** located at **[Company Address, Canada]**.

The purpose of this visit is to **[state the reason: e.g., attend business meetings, conference, training, negotiations on partnership, etc.]** which will take place from **[proposed start date]** to **[proposed end date]**. During this period, **[Visitor's Name]** will participate in the following activities:

- [Activity 1]
- [Activity 2]
- [Activity 3]

Our company will ensure support for **[Visitor's Name]** during their stay in Canada and provide necessary assistance regarding accommodation and transportation, if required. All expenses related to **[Visitor's Name]**'s stay in Canada will be covered by **[Visitor's Employer/Our Company]** [specify who is responsible].

[Visitor's Name] is a trusted business associate of **[Visitor's Company Name]** and has no intention to stay in Canada beyond the permitted period. We kindly request you to process **[his/her]** business visa application at your earliest convenience.

Please find attached a copy of my Canadian passport/PR card, the business registration of our company, and other relevant documents.

Should you need any further information, please feel free to contact me at **[Your Phone Number]** or **[Your Email Address]**.

Thank you for your attention and assistance.

Sincerely,

[Your Name]

[Your Position]

[Your Company Name]

[Company Address]

[Phone Number]

[Email Address]