

Reference Letter Sample for Business Visa Application

[Company Letterhead]

[Company Name]

[Company Address]

[City, State, ZIP Code]

[Country]

[Phone Number]

[Email Address]

[Date]

To:

The Consulate/Embassy of [Country]

[Consulate/Embassy Address]

[City, State, ZIP Code]

Subject: Reference Letter for Business Visa Application â€“ [Applicant's Full Name]

Dear Visa Officer,

I am writing to confirm that [Applicant's Full Name], holding the position of [Job Title] at [Company Name], has been employed with our organization since [Date of Employment]. [He/She/They] is a valued member of our team and is currently responsible for **[Briefly describe applicant's job responsibilities]**.

[Applicant's Full Name] intends to travel to [Destination Country] from [Start Date] to [End Date] for the purpose of **[State specific business reasons, e.g., attending meetings, conferences, negotiations, training, etc.]**. During this period, [he/she/they] will be representing our company and will be fully supported by us, both financially and logistically, for the duration of this business visit.

We assure you that [Applicant's Full Name] will adhere to all the laws and immigration regulations of **[Destination Country]**. [He/She/They] is expected to return to [Home Country] upon completion of the visit to resume [his/her/their] duties. Our company relies on [his/her/their] expertise and values [his/her/their] continued contributions post-visit.

Should you require any further information or clarification regarding this matter, please do not hesitate to contact me at **[Direct Phone Number]** or **[Email Address]**.

Thank you for your attention to this application.

Sincerely,

[Your Name]

[Your Position/Title]

[Company Name]

[Your Signature if printing]