

## Business Cover Letter Example



The Business Cover Letter (BCL) is written by an employee of the company (other than the applicant) for the purpose of introducing the applicant, confirming their employment status, detailing the foreign contacts and assuming responsibility for the applicant. The BCL should contain the following:

1. Must be on applicants company letterhead (including logo and complete address)
2. Should introduce the applicant
3. Should detail the nature and duration of the visit
4. Should reference full contact details at someone in the destination country
5. Must state that the company guarantees financial and moral responsibility for the applicant
6. Must be signed by someone other than the applicant

Below is an EXAMPLE of a BCL:

  
COMPANY NAME

[MONTH DAY, YEAR]

To the Consulate General of [COUNTRY NAME]

This letter is to confirm that Mr./Ms. [APPLICANTS FULL NAME] is employed by [EMPLOYER COMPANY NAME] as [APPLICANTS TITLE]. We request a [SINGLE / DOUBLE / MULTIPLE] entry business visa be issued for [APPLICANTS NAME].

[APPLICANTS NAME] will be traveling to [COUNTRY NAME] for [ ] days starting [DATE] for [PURPOSE OF TRIP]. [APPLICANTS NAME] will be meeting with [CONTACT PERSONS NAME] of [INVITING COMPANY NAME, ADDRESS AND PHONE NUMBER].

While in [COUNTRY NAME], [EMPLOYER COMPANY NAME] will be financially and morally responsible for [APPLICANTS NAME].

Thank you for your consideration,

*Signature*

[PRINTED NAME – someone other than the applicant]  
[TITLE]

COMPANY NAME | 123 Any Street | Anytown, USA 12345 | 1-800-555-1212 | www.website.com

### Travel Visa Pro

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