

Sample Invitation Letter for Business Visa

From: Nolan and Co

8286 South Manor Station Street

Los Angeles, California 90008

+1 (123) 222-333

[Date]

To: Dominic Lambert

Malkovich Unlimited

111 Wrexham Road

Felindre, United Kingdom 15753

Dear Mr. Lambert,

You are invited to attend the business partners meeting to be held on [Date], at our corporate office in Los Angeles, California.

As already informed and notified to your office, please make arrangements for your travel to the U.S. We will be making arrangements for your lodging and boarding during your stay in the U.S.

Our administration office will be in touch with you to coordinate your travel plan. We will be sending a separate letter addressed to the U.S. consulate requesting an appropriate visa for this trip.

Do not hesitate to contact our office if you have any questions. We look forward to seeing you.

Sincerely,

Michael Glover, Administration

Nolan and Co

[Signature]