Date: 00/00/2021

To,

The Visa Officer,

Deputy High Commission for the People's Republic of Bangladesh,

Mumbai.

Sub: Request for issuance of business visa

Dear Sir/Madam,

We would like to inform you that our company Partner- Mr. xxxxx would like to visit Bangladesh for business meeting with M/s xxxxxxx from the 00/00/2017 to the 00/00/2017. During this visit all the travel expenses will be borne by the company. Following are his passports details:

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| Applicant’s Name | Passport s No. | Place of Issue | Date of Issue | Date of Expiry |
| Mr. xxxxxx | xxxxxx | xxxxxx | Dd/mm/yyyy | Dd/mm/yyyy |

Please find enclosed application form, passports, photographs, invitation letter, bank statement, ticket copy and other necessary documents for your kind ready reference.

We would appreciate if you could grant him a business entry visa for the necessary period and at the earliest.

Thanking you,

Yours truly,

**For, Xxxxx (company name)**

**Mr. xxxxxxx**

**Xxxxx (designation)**