

[Inviting Company's Letterhead]

[Company Name]

[Company Address]

[City, Postal Code, Germany]

[Phone Number]

[Email Address]

[Date]

To:

[Embassy/Consulate Name]

[Embassy/Consulate Address]

Subject: Business Invitation for [Applicant's Full Name]

Dear Sir/Madam,

We, [Company Name], officially invite [Applicant's Full Name], holding passport number [Passport Number], to visit Germany for business purposes. [Applicant's Name] is employed as [Job Title] at [Applicant's Company Name] and will participate in [specific business activity] at our company from [Start Date] to [End Date].

The purpose of this visit is [explain the reason: meetings, contract negotiations, training, etc.]. During their stay, [Applicant's Name] will visit our office at [Company Address] and participate in scheduled business activities.

We confirm that [Applicant's Name] will return to [Home Country] after the visit. We take full responsibility for ensuring compliance with German visa regulations. [Optional: Our company will cover accommodation and travel expenses during their stay.]

Should you require further information, please feel free to contact us.

Sincerely,

[Authorized Representative's Name]

[Job Title]

[Company Name]

[Company Stamp and Signature]