

SAMPLE BUSINESS LETTER FOR KENYA

DATE

Consulate of KENYA
Washington D.C

Dear Sir or Madam,

This letter is to introduce **TRAVELER'S NAME**, who holds the position of **POSITION** with **COMPANY NAME**.

TRAVELER'S NAME is planning to visit KENYA from **DATE** to **DATE** for business meetings with: **NAME OF THE SPONSORING COMPANY**.

Name and address of our contact in KENYA is:

CONTACT NAME
CONTACT ADDRESS
CONTACT PHONE

TRAVELER'S NAME will represent **U.S. COMPANY'S NAME** in the meeting. The meetings will include discussions of **TOPIC** in support of **TRAVELER'S NAME** business interests in KENYA. **TRAVELER'S NAME** will not be providing any technical support nor assistance while in KENYA

We respectfully request that you grant **TRAVELER'S NAME** a business visa valid for **YEARS MULTIPLE ENTRY**.

U.S. COMPANY NAME guarantees round-trip transportation, financial support and good moral conduct for **TRAVELER'S NAME**. During the course of his/her visit, **TRAVELER'S NAME** will fully observe the laws of KENYA. If you require any further information please do not hesitate to contact us : **1234567899**

Thank you in advance for your assistance in granting this visa request.

Sincerely,

(MUST BE SIGNED BY SOMEONE OTHER THAN THE APPLICANT)

NAME OF PERSON SIGNING THE LETTER

POSITION