



To,

Consulate of Austria

31 E 69th St, New York, NY 10021,
United States

Jan 13, 2023

Subject: Approval of my Schengen Business Visa with Austrian Consulate

Dear Sir/Madam,

I would like to visit Austria for business between Jan 20, 2023 and Jan 28, 2023 I will also be travelling to Italy.

Travel Purpose: I am traveling to Austria on business purpose. I have to attend a meeting scheduled.

As an American citizen, I need to get a Schengen Business Visa for the same. This would explain the details of my trip and make a case for the issuance of my visa.

- **Jan 20, 2023 : land in Vienna**
- **Jan 21, 2023 : attend meeting with the team members of my company**
- **Jan 22, 2023 : visit Belvedere palace with the team**
- **Jan 23, 2023 : attend a conference meeting with CEO**
- **Jan 24, 2023 : meeting with the team**
- **Jan 25, 2023 : go to Italy, Rome**
- **Jan 26, 2023 : visit Colosseum, Pantheon, Trevi fountain**
- **Jan 27, 2023 : visit St. Basilica church**
- **Jan 28, 2023 : return back to New York**

I am the bearer of all my travel expenses on this trip.

I am following the requirements as mentioned on the Austrian consulate website.

Please find enclosed the following documents to support my Schengen Business Visa application :

- My business license/ incorporation
- Original and copy of my passport with minimum 6 months validity
- Invitation letter from the inviting company in your country.
- Attested Bank Statement for the last 6 months
- ITR filed for the company upto the latest Financial year
- Duly filled visa application form
- Flight itinerary from an agent. The itinerary will be ticketed once visa is approved.

I trust you will find that everything is in order. If you need to contact me for further clarification or additional details on my application my details are below.

I look forward to hearing from you.

Sincerely,

_____ Date: Jan 13, 2023

(john Robert)

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