

To,

Consulate of Latvia

45 Nottingham Pl, London W1U 5LY,
United Kingdom

Mar 11, 2023

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Subject: Approval of my Business Visa with Latvian Consulate

Dear Sir/Madam,

I would like to visit Latvia for business between Jun 4, 2023 and Jun 8, 2023 .

Travel Purpose: Business meet

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

- **Jun 4, 2023 : Clarify Aim/Purpose**
- **Jun 5, 2023 : Assign Roles**
- **Jun 6, 2023 : Review Agenda**
- **Jun 7, 2023 : Review meeting record**
- **Jun 8, 2023 : Plan Next Steps and Next Agenda**

I am currently working at Barclays as VP Business Developer I am the bearer of the expense of this trip

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

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

- **Proof of a healthy business relationship between my company and the inviting company**
- **Photos as per visa specification**
- **My latest ITR which have been filed till date**

- Invitation letter from the inviting company in your country.
- Duly filled visa application form
- Original and copy of my passport with minimum 6 months validity
- Travel Insurance for the duration of my stay as per visa specifications mentioned on the consulate site
- Flight itinerary from an agent. The itinerary will be ticketed once visa is approved.
- Attested bank statement of last 6 months
- Proof of Invitation from my host
- Proof of my leave approval from my employer
- My employment contract
- Hotel bookings made for this trip.

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: Mar 11, 2023

(Brown)

Ph : 50887143692

Email: brownny@gmail.com