

To,

Consulate of Lithuania

Lithuanian House, 2 Bessborough
Gardens, London SW1V 2JE, United
Kingdom

Mar 13, 2023

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<https://onelink.to/vfbcch>

Subject: Approval of my Business Visa with Lithuanian Consulate

Dear Sir/Madam,

I would like to visit Lithuania for business between Aug 16, 2023 and Aug 20, 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.

- **Aug 16, 2023 : Determine the goal**
- **Aug 17, 2023 : Choose a format**
- **Aug 18, 2023 : Set and fill roles**
- **Aug 19, 2023 : Solicit advice and opinions**
- **Aug 20, 2023 : Finalize the agenda and send out resources**

I am currently working at Aviva as Business Analyst I am the bearer of the expense of this trip

I am following the requirements as mentioned on the Lithuanian 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**
- **Proof of my leave approval from my employer**

- Travel Insurance for the duration of my stay as per visa specifications mentioned on the consulate site
- Duly filled visa application form
- My employment contract
- Flight itinerary from an agent. The itinerary will be ticketed once visa is approved.
- Invitation letter from the inviting company in your country.
- Original and copy of my passport with minimum 6 months validity
- Photos as per visa specification
- Hotel bookings made for this trip.
- My latest ITR which have been filed till date

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 13, 2023

(Archie)

Ph : 75214800852

Email: arch08@gmail.com