

To,

Consulate of Poland

Jalan Damai, Damai, 55000 Kuala Lumpur, Federal Territory of Kuala Lumpur, Malaysia

Mar 1, 2023

Make your own cover letter in 5 minutes using
BlinkDocs App.
<https://onelink.to/vfbcch>

Subject: Approval of my Business Visa with Polish Consulate

Dear Sir/Madam,

I would like to visit Poland for business between Sep 1, 2023 and Sep 6, 2023 .

Travel Purpose: Business meet

As Malaysia 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.

- **Sep 1, 2023 : Introduction with everyone**
- **Sep 2, 2023 : Meeting Team members**
- **Sep 3, 2023 : Goal settings**
- **Sep 4, 2023 : Seminars**
- **Sep 5, 2023 : Future Goals**
- **Sep 6, 2023 : Thanksgiving**

I am currently working at Softech Solutions as Marketing manager I am the bearer of the expense of this trip

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

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

- **Duly filled visa application form**
- **Invitation letter from the inviting company in your country.**

- **Proof of a healthy business relationship between my company and the inviting company**
- **Proof of my leave approval from my employer**
- **Photos as per visa specification**
- **My employment contract**
- **Original and copy of my passport with minimum 6 months validity**

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 1, 2023

(Regina)

Ph : 8523974610

Email: regi10@gmail.com