

To,

**Consulate of United Kingdom**

24 Sejong-daero 19-gil, Jung-gu, Seoul,  
South Korea

**Apr 11, 2023**

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**Subject: Approval of my Business Visa with UK Consulate**

Dear Sir/Madam,

I would like to visit United Kingdom for business between Aug 1, 2023 and Aug 5, 2023 .

**Travel Purpose:** Business meet

As South Korea 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 1, 2023 : Clarify Aim/Purpose**
- **Aug 2, 2023 : Assign Roles**
- **Aug 3, 2023 : Review Agenda**
- **Aug 4, 2023 : Review meeting record**
- **Aug 5, 2023 : Plan Next Steps and Next Agenda**

I am currently working at Doosan Group as Manager I am the bearer of the expense of this trip

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

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

- **Travel Insurance for the duration of my stay as per visa specifications mentioned on the consulate site**
- **Duly filled visa application form**

- Photos as per visa specification
- My employment contract
- My latest ITR which have been filed till date
- Hotel bookings made for this trip.
- Invitation letter from the inviting company in your country.
- Proof of a healthy business relationship between my company and the inviting company
- Proof of Invitation from my host
- Proof of my leave approval from my employer
- Original and copy of my passport with minimum 6 months validity
- 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: Apr 11, 2023

*( Kwann )*

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