

To,

Consulate of United States

8 Al Seef St - Umm Hurair 1 - Dubai -
United Arab Emirates

Apr 5, 2023

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Subject: Approval of my Business Visa with US Consulate

Dear Sir/Madam,

I would like to visit United States for business between Oct 1, 2023 and Oct 5, 2023 .

Travel Purpose: Business meet

As United Arab Emirates 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.

- **Oct 1, 2023 : Clarify Aim/Purpose**
- **Oct 2, 2023 : Assign Roles**
- **Oct 3, 2023 : Review Agenda**
- **Oct 4, 2023 : Review meeting record**
- **Oct 5, 2023 : Evaluate**

I am currently working at Al Fardan Exchange as Senior Care Coordinator I am the bearer of the expense of this trip

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

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

- **Attested bank statement of last 6 months**
- **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.**

- Fully paid round trip flight ticket
- Proof of visa fee paid.
- My employment contract
- Proof of my leave approval from my employer
- Rental Agreement for the duration of my stay.
- Proof of a healthy business relationship between my company and the inviting company
- My latest ITR which have been filed till date
- Proof of Invitation from my host
- Hotel bookings made for this trip.
- Travel Insurance for the duration of my stay as per visa specifications mentioned on the consulate site
- Photos as per visa specification
- Bank statement from my sponsorer for this trip.
- Invitation letter from the inviting company in your country.
- Duly filled visa application form

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 5, 2023

(Aamir)

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