

To,

Consulate of Italy

690 Park Ave, New York, NY 10065,
United States

Feb 23, 2023

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Subject: Approval of my Business Visa with Italian Consulate

Dear Sir/Madam,

I would like to visit Italy for business between May 14, 2023 and May 18, 2023 .

Travel Purpose: Business Meeting

As Newyork 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.

- **May 14, 2023 : Meet with team members**
- **May 15, 2023 : Discuss about future plans**
- **May 16, 2023 : Regarding promotions**
- **May 17, 2023 : Motivate team members to achieve goals**
- **May 18, 2023 : Roaming**

I am currently working at Beta Tech Park as Manager I am the bearer of the expense of this trip

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

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

- **Proof of my leave approval from my employer**
- **Photos as per visa specification**
- **My employment contract**

- **Proof of a healthy business relationship between my company and the inviting company**
- **Original and copy of my passport with minimum 6 months validity**
- **Duly filled visa application form**
- **Invitation letter from the inviting company in your country.**

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: Feb 23, 2023

(Martin Luther)

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