SAMPLE LETTER TO CONSULAR SECTION, US EMBASSY/CONSULATE
SUPPORTING APPLICATION FOR VISA
(OR RENEWAL/EXTENSION) BY FOREIGN INDIVIDUAL
(By mail, fax or email attachment)

Date
Consular Office  Show or Company Logo
US Embassy  Address
Address
City, Region
COUNTRY

Dear Visa Officer:

This letter of support is provided for the application for a visa (or renewal or extension)
by the individual named in the attached letter of invitation (Mr./Ms. ____________).

Mr./Ms. ____________ is known by our organization as a respected (engineer, senior
manager, owner, etc.) of a firm operating in the industry/sector of our
(exhibition/company) and who has visited us at this show (once, twice, multiple times)
over the past _____ years. He/She has (participated in our presentations program, attended
conferences, visited the show, represented X US firm), on ____#___ occasions.

Based upon our experience with this individual, and the knowledge that he/she has visited
the United States ___#___ times in the past, in accord with previous visa approvals, we
hope that previous experience may be helpful in your consideration of a future visa
approval.

As you may know, individuals invited and participating in our (trade show/training) event
who travel from abroad typically do so in furtherance of an intent to (find new products
and services in the US, to represent US companies in their home market, to purchase US
equipment, etc) or to develop new business relationships with US firms leading to
expanded exports for the United States. Our (trade show/training/conference) in large
part is designed to facilitate such contacts, and the generation of new business
relationships abroad.

Thank you for your kind consideration.

Sincerely,

Name
Company