**Business Meeting Invitation Letter For Visa**

horizontal line

**Jane Smith  
CEO  
ABC Construction Services  
123 Builder’s Lane  
New York, NY 10001  
USA  
contact@abcconstruction.com  
(123) 456-7890  
May 29, 2024**

**John Doe  
President  
XYZ Developers  
456 Development Road  
Los Angeles, CA 90001  
USA**

Dear Mr. John Doe,

I hope this letter finds you well. I am writing to formally invite you to a business meeting at ABC Construction Services. The purpose of this meeting is to discuss potential collaboration opportunities between our companies.

**Date**: June 15, 2024  
**Time**: 10:00 AM  
**Location**: ABC Construction Services, 123 Builder’s Lane, New York, NY 10001, USA

### **Purpose of the Meeting**

The meeting will focus on exploring areas where our companies can work together to achieve mutual goals. Topics to be discussed include:

* Project collaborations
* Market expansion strategies
* Joint ventures and partnerships

### **Visa Requirements**

As part of this invitation, we understand you will require a visa to enter the United States. Please present this letter to the US Consulate in your country as part of your visa application. We will provide any additional documentation or assistance needed to facilitate your visa process.

### **Expenses**

ABC Construction Services will cover your travel and accommodation expenses for the duration of your stay in New York.

### **Confirmation**

Please confirm your availability for this meeting and inform us of any additional topics you would like to include in the agenda. If you need further assistance with your visa application, do not hesitate to contact us.

We look forward to your positive response and to welcoming you to New York.

Best regards,

**Jane Smith  
CEO  
ABC Construction Services  
(123) 456-7890  
contact@abcconstruction.com**