**Business Travel Letter for Visas INSIGHT 2025**. Fill in the highlighted areas and send to your local embassy.

Date: XXXX  
CONSULATE NAME  
CONSULATE ADDRESS

Re: Application for Business Visitor Visa First Name, Last Name  
Passport Number: Passport Number,   
Citizenship: Country  
Passport issue date: Issue Date  
Passport expiry date: Expire Date

We respectfully request your assistance in issuing a visa to Salutation, First Name, Last Name so they may temporarily visit the US on a brief business trip.

Salutation, Last Name is employed by Company Name located at Company Address. Salutation, Last Name is scheduled to enter US on Entry Date and depart on Leaving Date.

NetApp, Inc. (“NetApp”), is a leading supplier of enterprise data management and storage solutions. Founded in 1992, NetApp is a member of the S&P 500, the NASDAQ 100, and an inaugural member of the Fortune e-50. With annual revenues exceeding $6.3 billion, NetApp employs over 10,000 individuals and serves thousands of customers in more than 100 countries from its 150 offices worldwide. NetApp, Inc. is headquartered in San Jose, California USA and has facilities throughout the world. We are writing this letter to confirm that Salutation, Last Name has been invited to attend NetApp’s INSIGHT 2025 conference to be held at the MGM Grand in Las Vegas, Nevada from October 13, 2025, through October 15, 2025. Their on-site host will be Host Name.

NetApp’s annual conference is devoted to data storage and data management professionals, including system engineers, professional services consultants, channel partners, and NetApp customers. Over the course of the conference attendees will learn about transformative IT practices to accelerate their success. Peer-networking opportunities and in-depth technical training will help attendees work smarter and faster when they return to their regular employment at the conclusion of the conference.

Company Name is responsible for all travel expenses of Salutation, Last Name, including airline tickets, medical insurance, housing, et cetera, during their visit to the US. Based on the foregoing, we respectfully request that you issue Salutation, Last Name a visa so that they may travel to US for a brief business visit.

Thank you for your consideration of this application.

Sincerely,

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Lauryn Slattery  
Director, Global Mobility, NetApp, Inc.