

MUST BE ON A BUSINESS LETTERHEAD

Date:

To,
The Consulate General of India,

Dear Respected Sir / Madam,

Please be informed that Mr. <<NAME>> is invited for a business meeting to <<COUNTRY>>. The date and purpose are listed as below:

Name as appear on passport:

Passport number:

Nationality:

Date of Issue:

Date of Expiry:

US Company:

Job title:

Dates of travel:

The purpose of his visit is to <<SOME DETAILS>>.

During his stay, all expenses incurred will be borne by himself through <<US COMPANY>>.

We would appreciate if you could kindly grant him <<VALIDITY for example a 6 months multiple entry >> business visa so that he can make the trip.

Thank you for your kind consideration.

Yours truly,

<<NAME>>

<<TITLE>>

<<INVITING COMPANY>>