

PRINT ON COMPANY LETTERHEAD

(Date)

Consulate General of India

Dear Sir/Madam:

On behalf of (Full Name of Applicant), we are submitting (his/her) valid passport and required visa application materials. We are requesting a (1Year Multiple Entry or 5 Years Multiple Entry or 10 Years Multiple Entry) Business Visa for (applicant) since (he/she) (state reason for applying for visa such as "will be returning to India throughout the next five years"). (Mr./Ms.) (Applicant's Last Name) is the (applicant's title) of (applicant's company).

(Applicant's full name) is planning a business visit to India to attend business meetings and (state purpose of visit and detailed information such as "to discuss sales with suppliers"). (He/She) will depart the United States on (date of departure) and will arrive in (location of arrival) on (date of arrival). (He/She) plans to remain in India for approximately (duration of stay). We would greatly appreciate any assistance you can provide us in expediting this process.

While in India, (he/she) will be contacting (applicant's name of contact in India), (contact's title in India) of (contact's company in India). (His/Her) phone number is (contact's phone number), and (his/her) address is:

(Contact's address in India)

(Applicant's company) guarantees that (applicant's full name) will have adequate funds in (her/his) possession, as well as confirmed living accommodations and return transportation. (Applicant's company) also guarantees that (he/she) will not become dependent upon the Government of India in any way during the course of (his/her) visit.

Thank you for your kind of assistance in this matter. Please feel free to contact me with any questions.

Sincerely,

(Signer's name)

(Signer's position)