

**PRINT ON COMPANY LETTERHEAD**

(Date)

Cox and Kings Global Services  
19 S. LaSalle Street  
Suite 1003  
Chicago, IL 60603

Subject: Authorization Letter

Dear Sir/Madam:

Please use this letter as authorization for the U.S.-China Chamber of Commerce to submit my India visa application and collect the passport on my behalf. Below is my passport information:

**Name:**

**Date of Birth:**

**Passport Number:**

**Passport Date of Issue:**

**Passport Expiration Date:**

Thank you for your assistance in this matter.

Sincerely,

(Signer's Name)

(Signer's position)