

COMPANY LETTERHEAD
ADDRESS OF COMPANY

SAMPLE BUSINESS FOR India

DATE

Consulate General of India
Houston Texas

Dear Sir or Madam,

This letter is to introduce TRAVELER'S NAME, who holds the position of POSITION with COMPANY NAME.

TRAVELER'S NAME is planning to visit India from DATE to DATE for business meetings with: NAME OF THE SPONSORING COMPANY.

Name and address of our contact in India is:

CONTACT NAME
CONTACT ADDRESS
CONTACT PHONE

TRAVELER'S NAME will represent U.S. COMPANY'S NAME in the meeting. The meetings will include discussions of TOPIC MUST BE EXPLAINED IN DETAIL in support of TRAVELER'S NAME business interests in India. TRAVELER'S NAME will not be providing any technical support nor assistance while in India.

We respectfully request that you grant TRAVELER'S NAME a business visa valid for 1 YEAR MULTIPLE journeys to China.

U.S. COMPANY NAME guarantees round-trip transportation, financial support and good moral conduct for TRAVELER'S NAME. During the course of his/her visit, TRAVELER'S NAME will fully observe the laws of India. If you require any further information please do not hesitate to contact us at your convenience.

Thank you in advance for your assistance in granting this visa request.

Sincerely,
(MUST BE SIGNED BY SOMEONE OTHER THAN THE APPLICANT)

NAME OF PERSON SIGNING THE LETTER
POSITION