

*****Please print the business letter on company stationery*****

July 1, 2014

Consulate General of India
Consular Section

Dear Visa Officer,

AAAA BBBBB (*Full name of person invited*), International Sales Director (*insert position in company in USA*), Sample Products, Inc. (*Name of company in USA*), is planning a business trip to India from September 3 through September 17, 2014 (*dates of the trip*). During this trip he has scheduled meetings to discuss the sales and distribution of his company's products (*Purpose of the trip*).

His agenda is to meet and discuss business with CCC DDDDD (*Name of contact in India*) at:

Overseas Company, Ltd.
123 Example Avenue, Suite 45
City, Province, Country
Telephone: 112-1234-5678
Email: ccc.ddddd@overseascoltd.co

(Please provide full contact details for the company and individual to visit in India.)

Sample Products, Inc. (*Company name in USA*) will assume all financial responsibility for any debts incurred by AAAA BBBBB while traveling on business in *India*.

We request that you issue him a multiple entry business visa valid for five years. (*Please specify the requested visa type and duration.*) We appreciate your attention to this matter.

Sincerely,

(Signature of Officer)

(Full Name of Officer)
Executive Officer
Overseas Company, Ltd.