

INDIA BUSINESS INVITATION LETTER - SAMPLE

Written on Company Letterhead
(Address and phone number must be on the letterhead)

[Date]

Visa Department

To whom it may concern,

We would like to invite *[applicant's first and last name]*, *[position with name of the US company]* to visit *[name of Indian Company]*. (S)he will be visiting our office for *[purpose of travel; business meetings, business reviews, etc]* at *[address of host company]*. *[Applicant]* will arrive on *[date]*. (S)he will return to the U.S.A. on *[date]*.

Applicant's details:

First name:

Last Name:

Nationality:

Date of birth:

Passport number:

We are requesting a multiple entry visa for additional visits over the year. We would greatly appreciate your assistance in expediting the process.

[Applicant or U.S. Business or India Business] guarantees that *[applicant's first and last name]* will have adequate funds in their possession, as well as confirmed accommodations and return transportation. They also guarantee that he will not become dependent on the Government of India in any way during the course of his visit.

Thank you for your assistance with this matter.

[SIGNATURE OF HOST]

Sincerely,

[first and last name of host in India]

[position of host]

[name of Indian Company]

[phone number]

[email]

