

(Sample Letter from Employer in USA for Business Visa)

To

Visa Section  
Consulate of India

Subject: Request for a Single / Multiple entry Business visa for \_\_\_\_\_ years

Sir / Madam

1. A brief detail about employer in USA:- \_\_\_\_\_
2. Details of the applicant:-
  - (a) Name of the applicant \_\_\_\_\_
  - (b) Designation of applicant \_\_\_\_\_
  - (c) Duration with the current employer:- \_\_\_\_\_
3. A brief detail about the sponsor in India:- \_\_\_\_\_
4. Relationship with sponsor and its duration:- \_\_\_\_\_
5. Purpose of visit:- \_\_\_\_\_
6. Duration of Visa requested:- \_\_\_\_\_
7. Mr. \_\_\_\_\_ (Name of applicant) will not receive any Form of remuneration from any sources in India and will remain an employee of \_\_\_\_\_ in USA. Mr. \_\_\_\_\_ will not engage in any activities in India other than stated in the purpose of visit.
8. \_\_\_\_\_ (Name of company) takes full responsibility for the activities and conduct of Mr. \_\_\_\_\_ national of \_\_\_\_\_ during his/her stay in India. If anything adverse comes to notice during this period, we undertake to repatriate him/her at our cost.

Signature  
name of authorized signatory  
stamp of company