

**RE-TYPE ONTO YOUR COMPANY  
LETTERHEAD AND FILL IN THE BLANKS**

DATE \_\_\_\_\_

TO THE CONSULATE OF INDIA,

DEAR SIR OR MADAM:

MR./MS. \_\_\_\_\_ NEEDS TO TRAVEL ON BUSINESS FOR OUR COMPANY  
TO \_\_\_\_\_ HE/SHE WILL BE MEETING WITH MR./MS. \_\_\_\_\_ OF  
(COMPANY NAME, ADDRESS, PHONE NUMBER) TO (EXPLAIN WHAT HE/SHE IS  
GOING TO DO THERE).

MR./MS. \_\_\_\_\_ WILL BE ENTERING \_\_\_\_\_ ON OR ABOUT  
\_\_\_\_\_/\_\_\_\_\_/\_\_\_\_\_. PLEASE ISSUE HIM/HER A MULTIPLE ENTRY (# OF YEARS) VISA.

(COMPANY IN THE US) WILL BE FINANCIALLY AND MORALLY RESPONSIBLE FOR  
MR./MS. \_\_\_\_\_ WHILE THEY ARE IN \_\_\_\_\_ AND MR./MS.  
\_\_\_\_\_ WILL ABIDE BY ALL LAWS IN FORCE IN \_\_\_\_\_  
AT THE TIME OF THEIR STAY AND WILL NOT BE DOING ANY TECHNICAL WORK  
WHILE VISITING.

THANK YOU FOR YOUR ASSISTANCE IN THIS MATTER.

SINCERELY,

SIGNATURE  
TITLE

(cannot be signed by person traveling or with the same last name)