

## **Sample Business/Sponsor Letter for India** **(PRINTED ON ORIGINAL COMPANY LETTERHEAD)**

Date

Consulate General of: India  
Consular Section

Dear Visa Officer:

Mr./Ms. (Traveler's Full Name exactly as it is shown on passport) \*, who is one of our employees, is engaged as a/an (Title). He/She plans to visit (City, India) for the purpose of \_\_\_\_\_ and his/her business trip will begin on approximately (Date) for about (Length of Stay). We kindly request a **(one/five-year/ten-year)** visa.

(Company Name) will guarantee Mr./Ms. \_\_\_\_\_'s maintenance and will be responsible for his/her welfare while in your country. During his/her stay, he/she will reside at (Name, Address of Hotel).

(Company Name) also takes full responsibility for Mr./Ms. \_\_\_\_\_'s repatriation. He/She is in possession of sufficient funds for his/her stay in India and he/she has an airline ticket for return to the United States.

We would appreciate immediate issuance of his/her visa to India.

Thank you for your assistance.

Sincerely,

Title and Signature

(Signed by the traveler's supervisor, superior, or the person who has authorized this trip)

**\* First name, middle name, last name.**

**\*\* Please indicate the length of visa you are requesting. This needs to match the Invite Letter and the Application Form.**