

Use this sample business letter as a reference to prepare a company letterhead. Make sure the company letterhead has a company logo, address and contact telephone number.

(Make sure to follow the exact paragraph structures and do not combine/merge these paragraphs)

Visa Section of the
Embassy/Consulate of India

(Use the chart below this letter to locate the consulate and corresponding address with jurisdiction over your place of residence)

RE: Request for a single/Multiple entry Business visa for _____ years

Dear Sir/Madam

1. Provide a short detail about your sponsor in India: _____

2. Provide a brief detail about employer in USA _____

3. Applicant's Information:

(a) Full name: _____

(b) Employment designation of the applicant (job position/job title and a brief job description): _____

(c) Length of employment with current employer: _____

4. The company relationship with sponsor and the duration of time: _____

5. Purpose of visit: _____

6. Duration of requested visa: _____

7. Please be informed Mr./Mrs. **(name of applicant)** will not receive any form of remuneration from any source in India and will remain an employee of **(name of company)** in USA. Further, Mr./Mrs. **(name of applicant)** will not engage in any activities in India

other than the stated purpose of this visit.

8. **(name of company)** hereby takes full responsibility for the activities and conduct of Mr./Mrs. **(name of applicant)**, a national of (country of citizenship) during his/her stay in India. If anything adverse comes to notice during this period, we undertake to repatriate him/her at our cost.

Sincerely yours,

Signature

Name of the person authorized to sign
Person's official capacity

Company stamp

Consulate and Address	States under its Jurisdiction
Visa Section Embassy of India Washington DC 2107 Massachusetts Ave NW Washington, DC 20008	Bermuda, Delaware, District of Columbia, Kentucky, Maryland, North Carolina, Virginia and West Virginia,
Visa Section Indian Consulate of New York 7002, 3 E 65 th Street New York, NY 10065	Connecticut, Maine, Massachusetts, New Hampshire, New Jersey, New York, Ohio, Pennsylvania, Rhode Island and Vermont
Visa Section Indian Consulate of Houston 4300 Scotland Street Houston, TX 77007	Arkansas, Kansas, Louisiana, Oklahoma, Texas, New Mexico, Colorado and Nebraska
Visa Section Indian Consulate of San Francisco 540 Arguello Blvd. San Francisco, CA 94118	Alaska, Arizona, California, Guam, Hawaii, Idaho, Montana, Nevada, Oregon, Utah, Washington and Wyoming
Visa Section Consulate of Chicago 455 N Cityfront Plaza Dr., Suite 850 Chicago, IL 60611	Illinois, Indian, Iowa, Michigan, Minnesota, Missouri, North Dakota, South Dakota and Wisconsin
Visa Section Consulate of Atlanta 5549 Glenridge Drive Sandy Springs, GA 30342	Alabama, Florida, Georgia, Mississippi, Puerto Rico, South Carolina, Tennessee and Virgin Islands