

***Company Letterhead
Address
City, State, Zip Code***

The Consulate of India

(Mr./Ms.) (Traveler's Full Name) will be traveling for business on behalf of our company to India. While there, ***(he/she)*** will be meeting with ***(Mr./Mrs.) _____ of (company name, address and telephone number)*** to conduct business meetings on behalf of ***(your company name)***.

(Mr./Ms.) (Traveler's Full Name) will be entering India on or about ***(dd/mm/yyyy)***. ***(Your company name)*** guarantees the financial responsibility and good moral conduct of ***(Mr./Ms.) (Traveler's Full Name)*** while in India. ***(Mr./Ms.) (Traveler's Full Name)*** will abide by all laws in force in India at the time of ***(his/her)*** stay.

Therefore, we kindly ask to issue ***(Mr./Mrs.) (Traveler's Full Name)*** a Business (1 year, 5 years, 10 years) Multiple Entry Visa at your earliest convenience.

Thank you very much for your assistance,

(signature*)

(job title)

*** must be signed by someone other than traveler.**