

Company Letterhead (in India)

(Date)

To The Consulate of India

Dear Sir/Madam

On behalf of **(Name of the Company in India)**, this is a letter of invitation for **Mr./ Mrs (Traveler's Full Name). He/ She (Traveler's Full Name)** has to be in India from _____ on Business purpose.

He/ She (Traveler's Full Name) would have to visit India frequently at short intervals going forward and hence we request you to kindly grant **him/ her (Traveler's Full Name)** a long term multiple entry visa.

All expenses related to his/her travel and accommodation shall be borne by the company and we guarantee that **he/ she (Traveler's Full Name)** will not be dependent upon the Government of India in any way during the course of **his/her (Traveler's Full Name)** visit.

Thank you very much for your assistance,

Signature

(Authorized Signer)

(Signer's Title)