

SAMPLE INVITATION LETTER – must be printed on Indian letterhead with company's logo

Date:

**Consulate General of India
United States of America**

Dear Sir/Madam,

This letter is to introduce __traveler's Name____, __ traveler's company____.

Kindly issue a __one/five/ten – pick one____ year multiple entry visa for __traveler's name__. We are pleased to invite __traveler's name__ for a customer visit in India to be held from __date__ at __company's name in India__, __place in India__ and to attend a series of business meetings.

__Traveler's name__ has been employed at __traveler's company in US__ as __traveler's position at US company__ for __#__years. His purpose for travel to India is to conduct a series of business discussions specializing in __field of discussion__ with his support team in India. He is requesting a __one/five/ten – pick one__year multiple entry visa because he will be making this trip at least four more times within the next twelve months.

During this trip, __traveler's name__ primary contact in India will be:

Contact Name:
Company:
Full address:

Telephone number:

He will be staying at:

Hotel Name:
Full address:

During __traveler's name's__ stay in India, __company's name__ shall cover all expenses towards travel, lodging and board.

Thanks and regards.

____ Contact's name in India____
Contact's name position
Contact's name company