

(American company's logo)

(American company's address and contact information at header or footer)

(date)

Consular Section
Embassy of India
2536 Massachusetts Avenue NW
Washington, DC 20008

Subject: Request for a multiple entry business visa for 10 years in r/o (full name of applicant)

Dear Sir or Madam:

(name of American company) is a (description of American company's activities).

(name of applicant) is (applicant's job title) with (name of American company) since (date applicant joined American company).

(name of Indian company) is (description of Indian company's activities and its relationship to American company) based in (city of Indian company's registration), India.

(name of applicant) will be traveling to (destination city), India, to visit (name of Indian company) for (business development meetings, business project discussions, etc... but use the word business) from (date of entry into India) to (date of exit from India).

We would greatly appreciate that (name of applicant) be granted a ten-year multiple entry visa, as they will be required to visit India for business of the same nature in the coming years.

(name of applicant) will not receive any form of remuneration from any sources in India and will remain an employee of (name of American company) in the USA. (name of applicant) will not engage in any activities in India other than stated in the purpose of visit.

(name of American company) takes full responsibility for the activities and conduct of (name of applicant), national of the USA, during (his/her) stay in India. If anything adverse comes to notice during this period, we undertake to repatriate (him/her) at our cost.

Please contact me if there are any questions (contact phone number and/or email).

Thank you kindly.

Sincerely,

(signature) (rubber stamp or embossed seal if the company uses one)

(name)
(title)

(American company's address and contact information at header or footer)