

(Indian company's logo)

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

(date)

The Visa Officer
Embassy of India
Washington, DC
USA

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

Dear Sir/Madam,

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

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

(name of American company) is headquartered in (city of American company's registration), and is a (description of American company's activities). (description of American company's relationship to Indian company, if not seemingly apparent).

(name of Indian company) invites (name of applicant) to our (destination city) office for (business development meetings, business project discussions, etc... but use the word business) between (date of entry into India) to (date of exit from India).

(name of applicant) will be required to visit India frequently to attend business meetings of the same nature. We respectfully request for a 10-year multi-entry business visa for (name of applicant).

(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, (name of American company) undertakes to repatriate (him/her) at their cost.

For any questions, please call me at (contact phone number and/or email).

Thanking you.

Yours Sincerely,

(signature)

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

(name)

(title)

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