

Your Company Logo
Full address

Date

To
High Commission of London
India House
Aldwych
London
WC2B 4NA

Re: letter of invitation

Dear Sir,

We request issuance of a **x** month business visa for **(name of person)** who is a full time employee of **(your company name full address and job title)**

Name

DoB

Passport No

Date of Issue

Date of Expiry

Type of business

(name of person) will be visiting India on several occasions over the next **x** months on business related issues and we undertake to be responsible **for his/her** repatriation expenses

Yours Sincerely

.....
Name
Job Title