

**Business visa example letter, original  
UK letter must be on company letter  
headed paper with all contact details.**

dd/mm/yyyy

Visa Section  
High Commission of India  
India House  
Aldwych  
London  
WC2B 4NA

Dear Visa Officer

This letter is to confirm that the following (applicant name), (position) within (company name) requests issuance of a 6 months multiple entry business visa. (Applicant name) is required to travel to India for business meetings and discussions on our behalf:

Full Name:  
Nationality:  
Passport No:  
Job Title:  
Indian Org to be visited:  
Purpose of visit:                      business discussions  
Validity requested:                   6 months multiple re-entry  
Date of entry to India:               dd/mm/yyyy  
Date of exit from India:               dd/mm/yyyy

Please grant the relevant visa for (applicant name) to travel. We confirm that he/she will be in receipt of a return ticket, he/she is covered by our company insurance policy, and all expenses for his/her journey will be met by (company name)

Should you wish to discuss this application further please do not hesitate to contact me.

Yours faithfully

Name  
Signed  
Position in company