

**Conference 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 3 months single entry conference visa. (Applicant name) is required to travel to India for conference purposes on our behalf:

Full Name:
Nationality:
Passport No:
Job Title:
Indian Org to be visited:
Purpose of visit: attend conference
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