

**Urgent fast track one day service business visa example letter, scanned/copied Indian letter must be on company letter headed paper with all Indian contact details and company seal.**

dd/mm/yyyy

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

For the attention of the visa officer

We are pleased to urgently invite (applicant name) employee of (UK company name) to visit us in India for urgent business meetings and discussions from (dates). His/her passport details are as follow

Name:  
Nationality:  
Passport No:  
Date of issue:  
Date of Expiry:

We request you to kindly grant the urgent multiple business visa for 6 months as he/she would be frequently visiting our offices. We will be responsible for his/her stay in India.

Yours sincerely

Name  
Signed  
Position in company