

[Company Letterhead, including address details, etc]

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

[Enter date]

Dear Visa Officer,

We are pleased to invite [traveller] [State the relationship between the applicant and the inviter] to visit [Specify the place and purpose of the visit] for [length of stay] between [Include the date(s) of entry and exit]:

Full name: [enter name as in passport]

Nationality: [enter nationality]

Passport number: [enter passport number]

Passport issue date: [enter passport issue date]

Passport expiry date: [enter passport expiry date]

Job Title: [enter position in company]

Validity requested: [enter length of visa required]

Number of entries requested: [single/double/multiple]

Entry date: [enter entry date]

Exit date: [enter exit date]

Please grant the relevant visa for [enter applicant's 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 [enter company name]. Should you wish to discuss this application further, please do not hesitate to contact me.

Yours faithfully,

[Signature]

[Signee's name and job title]