High Commission of India

India House  
Aldwych

London

WC2B 4NA

29/10/2018

Dear Sirs,

APPLICANT’S NAME is required to travel to India to attend a series of business meetings with [name of the inviting organisation] scheduled for [dates of travel].

The applicant’s details are as follows:

|  |  |
| --- | --- |
| Full name: |  |
| Passport Number: |  |
| Passport Issue Date : |  |
| Passport Expire Date: |  |
| Date of Birth: |  |

Could you please issue the applicant with a business visa to enable them to travel to India.

While in India APPLICANT’S NAME will be in possession of necessary funds and returned ticket.

Please contact us should you have any further questions.

Sincerely

Name

Position within the company