

SAMPLE

++COMPANY LETTERHEAD++

Date: dd/mm/yyyy

The Visa officer-in-charge

High Commission of India

31 Grange Road

Singapore 239702

Application For 1 Years Business Visa For _____ (name of visa applicant).

Dear sir,

This is to certify that _____ (name of visa applicant) of passport no _____ is an employee of our company and holds the position as _____ (visa applicant's position in the company). He/She will be travelling to India from _____ (dd/mm/yyyy) to _____ (dd/mm/yyyy) for business meetings (**avoid indicating attending conference/ training/ work shop/ seminars as only single entry valid for one month will be granted**).

He/She will be meeting representatives from,

Name of the India Company

Address:

Tel No:

Contact person:

The expenses to be incurred during this and future trip will be entirely borne by the company.

Thank you.

<SIGNATURE OF COMPANY ADMINISTRATORS>

<FULL NAME>

<DEPARTMENT/DESIGNATION>

<COMPANY SEAL>