

The body of the Business Letter or Invitation Letter must contain the information listed below and must be typed in paragraph form.

MUST BE ON YOUR COMPANY LETTERHEAD

(The company letterhead must include your company logo, name, complete address and telephone number)

To

Visa Section

****Embassy of India**

Washington DC

or

Consulate of New York / Chicago / Houston / San Francisco / Atlanta

(Your consular district depends on your state of residency-please see footnotes on second page.)

Subject: Request for a Single / Multiple entry Business visa for _____ years in r/o _____

Dear Sir / Madam

1. A brief detail about sponsor in India: _____
2. A brief detail about employer in USA: _____
3. Details of the applicant:
 - (a) Name of the applicant _____
 - (b) Designation of the applicant (job position/job title: _____
 - (c) Duration with the current employer: _____
4. Relationship with sponsor and its duration: _____
5. Purpose of visit: _____
6. Duration of Visa requested: _____
7. Mr./Mrs. _____ (Name of applicant) will not receive any form of remuneration from any sources in India and will remain an employee of _____ in USA. Mr./Mrs. _____ will not engage in any activities in India other than the stated purpose of visit.
8. _____ (Name of company) takes full responsibility for the activities and conduct of Mr./Mrs. _____, national of _____ during his/her stay in India. If anything adverse comes to notice during this period, we under take to repatriate him/her at our cost.

Signature

Name of Authorized Company

Stamp of Company

**** Note:**

For applicants residing in Bermuda, Delaware, District of Columbia, Kentucky, Maryland, North Carolina, Virginia and West Virginia, please address this letter to:

Visa Section
Embassy of India
Washington DC

For applicants residing in Connecticut, Maine, Massachusetts, New Hampshire, New Jersey, New York, Ohio, Pennsylvania, Rhode Island and Vermont, please address this letter to:

Visa Section
Consulate of New York

For applicants residing in Arkansas, Kansas, Louisiana, Oklahoma, Texas, New Mexico, Colorado and Nebraska, please address this letter to:

Visa Section
Consulate of Houston

For applicants residing in Alaska, Arizona, California, Guam, Hawaii, Idaho, Montana, Nevada, Oregon, Utah, Washington and Wyoming, please address this letter to:

Visa Section
Consulate of San Francisco

For applicants residing in Illinois, Indiana, Iowa, Michigan, Minnesota, Missouri, North Dakota, South Dakota and Wisconsin, please address this letter to:

Visa Section
Consulate of Chicago

For applicants residing in Alabama, Florida, Georgia, Mississippi, Puerto Rico, South Carolina, Tennessee and Virgin Islands, please address this letter to:

Visa Section
Consulate of Atlanta