

Company letterhead with full address and contact information

Date:

To
Visa Section
USA

Subject: Request for a Multiple entry Business visa for **1 or 5 yrs** years in r/o **Name of applicant**

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 applicant:
 - (c) Duration with the current employer:
4. **Relationship with sponsor and its duration:**
5. **Purpose of visit:**
6. **Duration of Visa requested:**
7. **Mr/Ms. Name of applicant** will not receive any form of remuneration from any sources in India and will remain an employee of **Name of US Company** in USA. Mr. **Name of applicant** will not engage in any activities in India other than stated in the purpose of visit.
8. **Name of company** takes full responsibility for the activities and conduct of Mr. **Name of applicant** national of **Nationality of applicant's passport** during **his/her** stay in India. If anything adverse comes to notice during this period, we undertake to repatriate **him/her** at our cost.

Regards,

Signature, full name and job title of authorized signatory