

SAMPLE HOST LETTER – must be printed on US company’s letterhead and logo

Date:

**Consulate General of India
United States of America**

Dear Consulate Visa Officer:

Kindly issue a __one/five/ten – pick one__ year multiple entry visa for __traveler’s name__. While in your country, Mr. __traveler’s name__ will be conducting business meetings on behalf of __US company’s name__ specializing in __field__.

Mr. __traveler’s name__ is the __traveler’s position__ of __US company’s name__ for __one/five/ten__ years. His purpose for travel to India is __reasons for visit__. He is requesting a __one/five/ten__ year multiple entry visa because he will be making this trip at least four more times within the next twelve months.

During this trip, Mr. __traveler’s name__ will be visiting at the following organization in India:

Contact Name:

Company:

Full address:

Telephone number:

He will be staying at:

Hotel Name:

Full address:

__US company’s name__ will assume all financial responsibility and maintenance expenses for Mr. __traveler’s name__. The first trip will be __date__.

Thank you for your consideration. If you have any questions concerning this request, feel free to contact me.

Sincerely Yours,

____Manager’s name____
____US Company’s name____
____US company’s division____