

SAMPLE
SPONSOR LETTER FROM PARENT COMPANY IN USA
FOR VISA TO INDIA
(ON COMPANY LETTER HEAD, SHOWING U.S. ADDRESS)

Date

Consulate General of India
United States of America

Dear Consulate Visa Officer,

Kindly issue a (*specify time frame of visa requested here: one year, five years or ten years*) visa for (*traveler's name here.*) While in your country (*traveler's name here*) will be conducting business on behalf of (*insert US company name here*). (*Indicate the nature of travelers business here. Example: XYZ Company specializes in network applications.*)

During this trip, Mr./Ms. (*Traveler's last name here*) will be visiting the following places and organizations in India:

- *Contact person's name, Company name, address and phone number of host in India—should be consistent with information on Invitation letter from host in India.*
- *Also, other places to be visited while in India.*

(**Insert US company name here**) will assume all financial responsibility and maintenance expenses for (**insert traveler's name here.**)

If applying for five or ten year visa, include the following content: Because of an ongoing business relationship with the above mentioned joint-venture company in India, we respectfully request your consideration because frequent trips to India are anticipated within this time frame. We have included the certificate of incorporation of the host company in India with this application.

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

Sincerely,

Name of person signing letter (can be anyone except the traveler himself or herself)
Title