

<COMPANY LETTERHEAD>

The High Commission of India
India House
Aldwych
London
WC2B 4NA

<DATE>

Dear Sir/Madam

This letter is to confirm that <NAME OF COMPANY> will sponsor <NAME OF TRAVELLER> for a <MULTIPLE OR SINGLE > entry <SIX MONTHS OR ONE YEAR> business visa. <HIS/HER> passport details are as follows –

Name: <NAME OF TRAVELLER EXACTLY AS IN PASSPORT>
Number: <PASSPORT NUMBER>
Date of Birth: <DATE OF BIRTH>
Date of Issue: <DATE OF ISSUE>
Date of Expiry: <DATE OF EXPIRY>

<NAME OF TRAVELLER> has been employed by <NAME OF UK COMPANY> as a <JOB TITLE> since <DATE>. <HIS/HER> contact number is <TRAVELLER TEL NO>.

<NAME OF TRAVELLER> is planning on visiting <NAME OF INDIAN COMPANY> for business discussions starting on the <DATE> and returning to work on the <DATE>. <IF APPLYING FOR ONE YEAR VISA ADD REASON WHY SIX MONTHS IS NOT ENOUGH>

Please feel free to contact me on <UK COMPANY TEL NO AND FULL ADDRESS> if you have any questions.

I thank you for your assistance in this matter.

Yours faithfully,

<NAME AND JOB TITLE – must be managerial job title>