Date:

To,

High Commission of India,

Full Address of Consulate in Indai

With picode & co. no.

Subject: Invitation Letter for Mr. \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ (FOR REASON)

1. PUT PLANT ADDRESS

Respected Sir / Madam,

We are pleased to invite Mr.\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ for (GIVE COMPANY SHORT DETAILS). During \_\_\_\_\_\_\_\_ to \_\_\_\_\_\_\_\_.

The passport details of Mr.­­­­­\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ are as follows:

Name : \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Passport number : \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Expiration date : \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

We request your good office to kindly grant his visa to visit India during the aforesaid period.

Yours Sincerely,

AUTHORIZED SIGNATURE