

(Letter from Employer in USA for Conference Visa)

To
Visa Section
Embassy of India
Washington

Subject:

Request for a Single / Multiple entry Business visa for ____ years in r/o _____

Sir/Madam

1. A brief detail about employers in USA: - _____

2. Details of the applicant: -

(a) Name of the applicant _____

(b) Designation of applicant _____

(c) Duration with the current employer: - _____

3. A brief detail about the sponsor in India: - _____

4. Relationship with sponsor and its duration: - _____

5. Purpose of visit: - _____

6. Duration of Visa requested: - _____

7. Mr. _____ (Name of applicant) will not receive any Form of remuneration from any sources in India and will remain an employee of _____ in USA. Mr. _____ 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. _____ national of _____ during his/her stay in India. If anything, adverse comes to notice during this period, we undertake to repatriate him/her at our cost.

Signature
name of authorized signatory
stamp of company

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