



VisaHQ Sample Business Cover Letter
(MUST BE ON COMPANY LETTERHEAD)

Please note: VisaHQ Business Letter service is available for purchasing
Please contact us if you require this service

To:

Visa Section
Embassy of India in Washington D.C.
(or Consulate of India in New York / Chicago / Houston / San Francisco / Atlanta)

(please note: consular district depends on your state of residency; list of consular districts can be found on page 2)

Subject:

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

Dear Sir / Madam

Please provide below the following information:

1. A brief detail about sponsor in India: _____

2. A brief detail about employer in USA: _____

3. Details of the applicant:

3.1 Name as in passport _____

3.2 Citizenship _____

3.3 Passport number _____

3.4 Duration with the current employer _____

3.5. Designation of the applicant (job title, job position, etc) _____

4. Relationship with sponsor and its duration: _____

5. Purpose of visit: _____

6. Duration of Visa requested: _____

7. Mr./Mrs. _____ **[name of applicant]** will not receive any form of remuneration from any sources in India and will remain an employee of _____ in USA.

Mr./Mrs. _____ will not engage in any activities in India other than the stated purpose of visit.

8. _____ **[company name]** takes full responsibility for the activities and conduct of Mr./Mrs. _____, national of _____, during his/her stay in India. If anything adverse comes to notice during this period, we *under take to repatriate him/her at our cost.*

Date and signature: _____

(please note: electronic signature is not accepted)

Name of Authorized Company: _____

Stamp of Company:

Depending on state of residence, please choose a consular district you need address your business letter to:

Bermuda, Delaware, District of Columbia, Kentucky, Maryland, North Carolina, Virginia and West Virginia:

**Visa Section
Embassy of India
Washington DC**

Connecticut, Maine, Massachusetts, New Hampshire, New Jersey, New York, Ohio, Pennsylvania, Rhode Island and Vermont:

**Visa Section
Consulate of India in New York**

Arkansas, Kansas, Louisiana, Oklahoma, Texas, New Mexico, Colorado and Nebraska:

**Visa Section
Consulate of India in Houston**

Alaska, Arizona, California, Guam, Hawaii, Idaho, Montana, Nevada, Oregon, Utah, Washington and Wyoming:

**Visa Section
Consulate of India in San Francisco**

Illinois, Indiana, Iowa, Michigan, Minnesota, Missouri, North Dakota, South Dakota and Wisconsin:

**Visa Section
Consulate of India in Chicago**

Alabama, Florida, Georgia, Mississippi, Puerto Rico, South Carolina, Tennessee and Virgin Islands:

**Visa Section
Consulate of India in Atlanta**