VisaHQ Sample - Business Invitation Letter

(Must be on company letterhead - the letterhead must include the address and phone number)

To: Visa Section,
Embassy of India in Washington, DC;
Consulate of India in Atlanta / Chicago / Houston / Los Angeles/ New York / San Francisco / Seattle
(***Please note:*** *the consular district depends on your state of residency; the 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 the following information:

1. A brief detail about the sponsor in India: _____

2. A brief detail about the employer in the 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 the sponsor and its duration: _____

5. Purpose of visit (detailed information, including the places and organizations to be visited): _____

_____

6. Dates of travel: _____

7. Duration of visit: _____

8. Duration of Visa requested: _____

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

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

10. _____[**company name**] takes full responsibility for the activities and conduct of Mr./Mrs. _____, a 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*.

[Date and signature]: _____

(Please note: electronic signature is not accepted)

[Name and Job Title of the Authorized Signatory]: _____

[Company's Stamp]

List of Consular Districts

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

S.No	Consulate General/Mission	Jurisdiction
1	Washington, DC	Bermuda, District of Columbia, Kentucky, Maryland, North Carolina, Virginia, and West Virginia
2	Atlanta	Alabama, Florida, Georgia, Mississippi, Puerto Rico, South Carolina, Tennessee, and the Virgin Islands
3	Chicago	Illinois, Indiana, Iowa, Michigan, Minnesota, Missouri, Wisconsin
4	Houston	Arkansas, Kansas, Louisiana, Oklahoma, Texas
5	Los Angeles	Southern California (10 counties: Los Angeles, Orange, San Diego, Imperial, Riverside, San Bernardino, Ventura, Santa Barbara, Kern, and San Luis Obispo), Arizona, Nevada, and New Mexico
6	New York	Connecticut, Delaware, Maine, Massachusetts, New Hampshire, New Jersey, New York, Ohio, Pennsylvania, Rhode Island, and Vermont
7	San Francisco	Northern & Central California (48 counties: Alameda, Alpine, Amador, Butte, Calaveras, Colusa, Contra Costa, Del Norte, El Dorado, Fresno, Glenn, Humboldt, Inyo, Kings, Lake, Lassen, Madera, Marin, Mariposa, Mendocino, Merced, Modoc, Mono, Monterey, Napa, Nevada, Placer, Plumas, Sacramento, San Benito, San Francisco, San Joaquin, San Mateo, Santa Clara, Santa Cruz, Shasta, Sierra, Siskiyou, Solano, Sonoma, Stanislaus, Sutter, Tehama, Trinity, Tulare, Tuolumne, Yolo & Yuba), Colorado, Hawaii, Utah, Wyoming and territory of Guam
8	Seattle	Alaska, Idaho, Montana, Nebraska, North Dakota, Oregon, South Dakota, and Washington