



VisaHQ Sample - Business Invitation Letter

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

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, DC; Consulate of India in Atlanta / Chicago / Houston / New York / San Francisco / Seattle
(**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 (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 USA.

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

List of Consular Districts

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

S.No	Consulate General/Mission	Jurisdiction
1	Washington, DC	Bermuda, Delaware, District of Columbia, Kentucky, Maryland, North Carolina, Virginia and West Virginia
2	Atlanta	Alabama, Florida, Georgia, Mississippi, Puerto Rico, South Carolina, Tennessee and Virgin Islands
3	Chicago	Illinois, Indiana, Iowa, Michigan, Minnesota, Missouri, Wisconsin
4	Houston	Arkansas, Kansas, Louisiana, Oklahoma, Texas, New Mexico, Colorado
5	New York	Connecticut, Maine, Massachusetts, New Hampshire, New Jersey, New York, Ohio, Pennsylvania, Rhode Island and Vermont
6	San Francisco	Arizona, California, Guam, Hawaii, Nevada, Utah
7	Seattle	Alaska, Idaho, Montana, Nebraska, North Dakota, Oregon, South Dakota, Washington and Wyoming