

**COMPANY LETTER HEAD**

**DATE**

**To,  
The Respected Ambassador  
Embassy of**

Respected Sir,

We hereby would like to invite my staff members of **XXXXXXXXXXXXXXXXXX** India to have a Business discussion with us and prospects of future collaborations. The Meeting is scheduled between the **Date of travel** multiple visits.

They will be frequently visiting **Country name**, on many occasions for Business collaborations, in positive aspects on growth of our business.

The passport details are mentioned below.

<b>NAME</b>	<b>DATE OF BIRTH</b>	<b>PASSPORT NUMBER</b>	<b>PASSPORT EXPIRY</b>

All expenses including Medical if any related to his visit will be taken care by **XXXXXXXXXXXXXXXXXXXX**

As they will be required to have frequent visits in future for the said purpose, we request you to grant him Long term Multiple Entry Visa for 2 years.

Thank you,

Yours Truly,