

Sample Invitation Letter

ON INVITER COMPANY'S LETTERHEAD

****Please print on company stationary****

(Date)

Consulate General of **(Traveler's destination Country)**
Consular Section

Dear Visa Officer:

We would like to formally invite **(Name of Traveler)**, **(Title)**, **(Traveler's Company Name)** to visit our company in **(City, Country)**. While visiting our company **(Name of Traveler)** will be conducting **(Brief description of the purpose of trip i.e. "business meetings")**. **(Name of Traveler)** will be arriving on **(Date of Entry)** and departing on **(Date of Departure)**,

(Name of Traveler) will be meeting with:

(Contact Name)
(Contact Address 1)
(Contact Address 2)
(Contact Telephone)

(Name of Traveler) will be in possession of a round trip airline ticket. **(Name of Inviter Company)** hereby guarantees all travel and other support expenses of **(Name of Traveler)** during their trip. **(Name of Inviter Company)** respectfully requests **(Name of Traveler)** be granted a **(state the type of visa and the validity of the visa you are requesting. For example: 1 year multiple entry business visa.)**

Thank You,

(Name) (Include Signature)
(Title)

EXAMPLE OF INDIAN INVITATION LETTER

INVITATION LETTER

Date: [REDACTED]

To,
The Consulate General of India,
United States of America.

Subject: Mr. [REDACTED] travel to Bangalore, India
Passport number: [REDACTED]

Dear Sir / Madam,

[REDACTED] (India) Private Limited is pleased to invite Mr. [REDACTED] Vice President, Systems Assurance & Partners from [REDACTED] to the India branch in Bangalore. The purpose of the visit is to attend business meetings and customer visits. His travel dates are 25th January to 30th January, 2015. He is required to make similar visits here after.

We request you to please grant him five year multiple entries visa for the purpose of the travel.

[REDACTED] shall cover all the expenses for his travel, stay and transportation during his stay in India. NI Systems (India) Pvt. Ltd. will arrange for the accommodation during his stay for the above period.

Our office in Bangalore is located at:

[REDACTED]

If you have any questions or concerns, please feel free to call us at [REDACTED] or email @ [REDACTED]

Yours Sincerely,

Sonal Jaiswal,
Senior Administrative Specialist

[REDACTED]



[REDACTED]

[REDACTED]