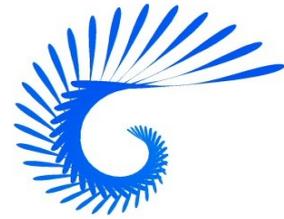


HEADER WITH COMPANY DETAILS; ADDRESS, CONTACT DETAILS, REGISTRATION NUMBER ETC.

Date: 1st of January 2011

The High Commission of India, London
India House
Aldwych London WC2B 4NA



Regarding: Business visa application for Mr John David Smith

To Whom It May Concern,
COMPANY LOGO, NAME and ADDRESS

This is to confirm that Mr John David Smith, [rank in company and name of company], would like to visit India in the month of January 2011 to [purpose of visit].

We would like you to grant him a [full details of visa requested, for example: 6 month multiple entry business visa].

Mr David John Smiths details are as follows:

- Date of birth: 29.01.1975
- Passport number: 123456789
- Passport expiry & issue date: 03/06/08 - 02/06/18
- Nationality: British
- Intended date of visit: 15.01.2011
- Purpose of the visit: here explain the nature of the trip. Keep it brief and concise. Make sure it does not in any way suggest that this is an employment in India, or to attend a conference.

If using the fast track 1 day service, include reason for Urgent visa:

- Reason for Urgent visa: Urgent meetings and consulting

All expenses for the stay and travel will be borne by [company name]. We request you to kindly grant the visa and oblige. Should you wish to discuss this application further please do not hesitate to contact me.

Thank
you. Yours
sincerely,

[Signature – must be original on the UK letter, can be scanned/faxed copy on the Indian invitation]

[Typed name of person signing]

[Rank of person signing]

FOOTER WITH COMPANY DETAILS; ADDRESS, CONTACT DETAILS, REGISTRATION NUMBER ETC.