

INVITATION LETTER – HAS TO BE A COLOURED PHOTOCOPY

**(This supporting letter has to be typed on Company Letterhead,
signed and stamped by the Company)**

To,

Current Date

Embassy of India
Visa Department
Athens, Greece

THIS IS ONLY A SAMPLE

Dear Sir,

XYZ (Indian Company Name) is a _____ (brief profile of the
Company)

We would request you to provide Mr. / Ms. _____ from
_____ (Name of the Applicant from Name of the Company in
Greece) with an appropriate visa, to visit India for business regarding
_____ (giving exact details and reason about the purpose of
business) where he / she is coming to meet Mr. / Ms. _____ (details of contact
person and company in India in what professional capacity he / she will be attending
business in India or whatever is the reason for him / her to visit India) on
_____ (GIVE SPECIFIC DATES FOR THE PERIOD SCHEDULED TO VISIT
INDIA.)

Request for 1 or 5 year Business visa

Below you can find personal details of
Name _____
Date of Birth _____
Nationality _____
Passport No. _____
Date of Issue _____
Date of Expiry _____

**INVITATION LETTER MUST BE
SUBMITTED ALONGWITH LETTER
OF INCORPORATION OF INDIAN
COMPANY.**

Should you require further information, please do not hesitate to contact.

Mr. / Ms. _____ (Designation) at _____ (contact number & email)

Sincerely,
ABC

Signature & Stamp of Company
Full name of signatory with position in the Company

**Note : This is just a sample letter, Embassy might ask for more information depending on
case to case basis)**