

RECOMMENDATION LETTER – IN ORIGINAL
(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 (Local Company Name) is a _____ (brief profile of the Company)

We would request you to provide Mr. / Ms. _____ (Name of the Applicant in what professional capacity he/she will be attending business in India) with an appropriate visa, to visit India for business regarding _____ (giving exact details and reason about the purpose of business) where he / she is going to meet Mr. / Ms. _____ (giving details of the contact person and company in 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 _____

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)