

**RECOMMENDATION LETTER- IN ORIGINAL**  
**(The letter has to be on Company Letterhead, signed and stamped)**

**FOR TRANSIT VISA**

To,

Current Date

Embassy of India  
Visa Department  
Athens, Greece

**THIS IS ONLY A SAMPLE**

Dear Sir,

We kindly request you to grant visa to the following crew member Mr. / Ms. **(Name of the applicant)** who is going to JOIN THE VESSEL **(CLEARLY MENTION THE NAME OF THE VESSEL)** AT PORT **(CLEARLY MENTION NAME OF PORT IN INDIA)** on date \_\_\_\_\_ **(SPECIFY DATE THE SHIP IS TO CALL AT PORT)**

Below you can find personal details of :

Name \_\_\_\_\_  
Date of Birth \_\_\_\_\_  
Nationality \_\_\_\_\_  
Passport No. \_\_\_\_\_  
Date of Issue \_\_\_\_\_  
Date of Expiry \_\_\_\_\_  
Designation \_\_\_\_\_

**Complete details of Agents Contact in India**

Address and tel. Who will be responsible in India.

Declaration of Undertaking of Expenses and repatriation of the seaman in case of emergency.

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)**