

INVITATION LETTER – NEED NOT BE ORIGINAL

(The letter has to be typed on Company Letterhead, signed and stamped)

FOR ENTRY 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 INSPECT/ATTEND THE VESSEL _____ (CLEARLY MENTION THE TYPE AND NAME OF THE VESSEL)) AT PORT _____ (CLEARLY MENTION NAME OF PORT IN INDIA) on date _____ (DATE OF INSPECTION)

Below you can find personal details of :

Name _____
Date of Birth _____
Nationality _____
Passport No. _____
Date of Issue _____
Date of Expiry _____
Designation _____

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

Complete details of Principals Contact in Greece

Off Address, Tel., with Web Address , person responsible with designation, mob. contact & email add.

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

Mr. /Ms. _____ (Designation) at _____ (personal mob. 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)