

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

FOR ENTRY VISA

To,

Current Date

Embassy of India
Visa Department
Athens, Greece

THIS IS ONLY AT 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 (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 _____

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)