

# Letter from Sponsor in India for Business Visa

**To**

Visa Section  
Embassy of India  
Washington, DC

**Subject** : Request for a **Business Visa - up to \_\_\_years ( \_\_\_months) Multiple Entry**

Sir / Madam

1. A brief detail about employer in USA :
2. A brief detail about sponsor in India :
3. Details of the applicant :
  - (a) Name of the applicant :
  - (b) Designation of applicant :
  - (c) Duration with the current employer :
4. Relationship with sponsor and its duration :
5. Purpose of visit :
6. Duration of Visa requested : \_ year ( \_\_ months)
7. Mr./Ms. (Name of applicant) will not receive any Form of remuneration from any sources in India and will remain an employee of (employer name) in USA. Mr./Ms. (Name of applicant) will not engage in any activities in India other than stated in the purpose of visit.
8. (Name of company) takes full responsibility for the activities and conduct of Mr./Ms. (name of applicant) national of (applicant's nationality) during his / her stay in India. If anything adverse comes to notice during this period, we undertake to repatriate him/her at our cost.

**name of authorized signatory**  
**stamp of company**