

(ON COMPANY LETTER HEAD)

Date : \_\_\_\_\_

The Visa Section  
Embassy of India  
Tel Aviv

Dear Sir,

Mr./Ms. \_\_\_\_\_ holding Israeli passport no. \_\_\_\_\_ is working in our company as \_\_\_\_\_ (designation) since \_\_\_\_\_ (period) would be travelling to India on behalf of our Company.

Mr. \_\_\_\_\_ would be meeting our client / business associate M/s. \_\_\_\_\_ (name of the company and address) for business promotion / meetings etc. He would be in India from \_\_\_\_\_ to \_\_\_\_\_. Our Company is responsible for all his costs and expenses.

Request you to kindly issue him business visa for \_\_\_\_\_ months, as he will be required to travel to India more frequently in connection with our business.

Thanking you,

Yours faithfully,

(Name & Signature of the Authority  
& Rubber stamp of the Company)

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