

Embassy of India in The Hague
Buitenrustweg 2
2517 KD Den Haag

The Hague, 24 December 2019

Dear Visa Officer,

This letter is to confirm that the following employee is working at our company is traveling to India for [business reasons?][or any other reason!] starting the 30th of December:

[Mention here in short:]

- [1. What exactly you are going to do there]
- [2. Which company will you visit]
- [3. Who to visit with your first and last name]
- [4. What is the function and professional description of your contact in India]

[Information about the traveller, your colleague]

Full name: (as in passport)

Nationality:

Job Title:

City's to be visited:

Validity requested:

Number of entries requested:

Entry date:

Exit date:

Passport number:

Please, issue the relevant visa for (full name of the traveller as in passport) to travel to India. We confirm that a return ticket will be issued and that it is covered by the insurance policy of our company. The costs for his trip are met by **[the name of your company here in the Netherlands]**. If you have any questions about this guarantee statement from our company, do not hesitate to contact me.

Yours faithfully,

[Name of undersigned, manager or director],

[Function and name of your company, it must be signed by a manager or director].

[Possibly also a phone number?]

[This letter must be printed out on your company's letterhead or with a stamp from your company]