

Embassy of India in The Hague, The Netherlands

Buitenrustweg 2
2517 KD The Hague
Tel. 070 346 9771

Subject: Issue of Business Visa for [Mr./ Mrs. Full name as in passport]

Your Excellency,

[This part of the letter you asks the consulate to issue you a visa for your customer. The invitation letter must contain a number of data, such as:]

- [1. The name of your customer that you invite, as described in passport;]
- [2. Name of your company in India;]
- [3. The date of arrival ;]
- [4. The number of days you will stay there;]
- [5. The request to the consulate to give you the correct visa for a period of 5 years of 1 year multiple entry;]
- [6. The reason you are inviting your customer;]
- [7. Who he/she is going to meet.]
8. date from start to finish

All expenses related to his stay will be borne by himself, for which he will carry the necessary exchange.

Kindly grant him a business visa valid for [5 years multiple or a 1 year multiple entry]

[Customer's details]

[Name as in the passport]

[Passport Number]

[Date of Birth]

[Nationality]

Yours Sincerely,

[Signature of the CEO or manager]

[name of CEO or manager]

[Job description: must be CEO or manager]

[This statement must be printed on the **company's stationery or be stamped by the company**]