

COMPANY LETTER HEAD IN ORIGINAL

Date: 15 August 2016

**To,
Visa Officer
Embassy of India,
Tokyo, Japan**

Subject: Letter of Invitation/ Recommendation for XXX (Business/ Employment/ Entry/ Conference.. etc.) Purpose.

Dear Sir,

1. Briefly explain company profile of company in India/ Japan.
2. Synopsis of business meeting in India.
3. Venue of business meeting (detailed Address).
4. Name, Passport No., Date of Birth and Designation at work, should be provided of the person invited for business meeting.
5. Purpose of visit to India and duration of travel to India.
6. Who will bear the expenses of the invitee (viz., Travel, accommodation, daily and incidental expense) during his visit to India?
7. Who will undertake the responsibility of the invitee and his/her personal conduct and guarantee that he/she will follow all regulations and laws of government of India, during his/her visit to India?

What is required from India Visa Application Center/ Embassy of India, Tokyo?

Yours Sincerely,

Signature of Authorized Signatory

Full Name of Authorized Signatory: Sachin Visataro

Designation Authorized Signatory: HR Manager

Company Name : XXXXXXXXXXXXX Co., Ltd.

Company Address: No.1, M. L. Dahanukar Marg, Cumbala Hill,
Mumbai, 400026, Maharashtra, India

OR

1-2-33 Shiba, Minato-ku, Tokyo, 111-0011.

Company Telephone Number: 022-2841-4253 or 03-1234-5678

