

公司信紙 COMPANY LETTERHEAD

Company Name/Add/Tel

DATE YYYY/MM/DD

India Taipei Association
Suite 1707, TWTC International Trade Building,
No.333, Keelung Road, Section1, Taipei, Taiwan

Dear Sir or Madam,

(Name of Applicant, passport number and position) of (Name of Company) is planning to travel to (place), India on (Date, Month and Year) and depart from (place) on (Date, Month and year).

During his visit to India, (Name of Applicant) will be meeting / attending (Detailed purpose of the visit to India). While in India, (Name of Applicant) has no intention for employment, study for immigration to India.

(Name of Applicant) confirms to sponsor all the expenses including the costs of repatriation, if any and the costs of hospitalization if any, of (Name of Applicant) in India.

We request your assistance in issuing a 6 months / multiple entry business visa. Your assistance is greatly appreciated.

Sincerely Yours

負責人或人事主管簽名

Name 負責人或人事主管英文名

Title 英文職稱

Company 公司英文名字

公司

大章

負責人或
人事主管
小章