

Date:

To,

The Visa Officer

Consulate General of the United States of America

Chennai

Subject: Request for a Business Visa

Dear Sir / Madam,

\_\_\_\_\_ (Brief Company profile)

This is to introduce \_\_\_\_\_ (Applicant's Name, Designation) bearing passport number, \_\_\_\_\_ is a bonafide employee of our company, \_\_\_\_\_ (name of company).

He is travelling to United States of America for a period of \_\_\_\_\_ (duration of travel) on a Business trip (Mention the purpose of travel in brief).

During this trip, all expenses pertaining to his travel would be borne by the company.

Please find the visa application form duly filled and signed along with the valid passport, Photographs and the relevant documents for your perusal.

Kindly consider the application and grant necessary visa.

Thanking You,

\_\_\_\_\_ (Name & Signature of authorized Signatory)

\_\_\_\_\_ (Designation)

\_\_\_\_\_ (Company Name along with stamp / seal Contact Details)