**Date: May 17, 2022**

To,

**The Visa Counselor**

**High Commission of India**

**United States of America**

**Dear Madam/Sir,**

Subject: Application for multiple entry long term Business visa for XYZ from ABC Company,Inc, USA.

ABC Company, Inc is a USA based global company and world leader in the field of (small brief about your company) More information can be found at [www.abc.com](http://www.abc.com)

ABC India LPP is a wholly owned subsidiary of ABC Industries, Inc, having its Registered Office at 308, Balaji Mall, Ranip, Ahmedabad-380001 Gujarat. India

XYZ, Global Commodity Manager – Castings, Forgings and Bearings, from ABC, Inc, USA, has been invited to ABC India for supplier visits and supplier meetings. His visit dates will be from July 17th, 2022 – July 30th, 2022

We would appreciate if you would issue a long-term multiple entry Business Visa to enable him to plan his travel. His travel arrangements, including hotel bookings and out of pocket expenses for the travel etc. will be taken care of by ABC Industries, Inc United States of America.

Name                       : XYZ

Passport Number   : 565377302

Country of Origin   : United States of America

Date of Issue           : 12 September 2018

Date of Expiry         : 11 September 2028

Date of Birth : 26 April 1952

Please do the needful to issue him the necessary long term multiple entry business visa to enable him to undertake the proposed business trip.

Thank you,

Yours Sincerely,

**for ABC India LLP**

**Jinesh Thakur, Designated Partner**

**Authorized Signatory**

308, Balaji Mall, Ranip

Ahmedabad, Gujarat-380001, India

Email ID-