1 July 2018（発効日）

**招聘先XYZ India Private Limitedレターヘッド**

**(ロゴ・社名・住所・TEL・FAXまたはe-mail・CIN\*記載)**

**\*CIN(Corporate Identity Number)**

e-Visa Service Team

Dear Sirs,

**LETTER OF INVITATION FOR BUSINESS PURPOSE**

We wish to invite Mr. Taro TOYOSU（ビザ申請者氏名）, a Japanese National, who is Manager（ビザ申請者役職）, Engineering Development Department（ビザ申請者部署名） at ABC Corporation（ビザ申請者会社名） to India for the purpose of having business meeting with us about ～(MTGの内容) （目的を記載）from 1 August 2018 to 15 August 2018（インド滞在期間）.

Since he will be visiting India frequently in future, we would be very appreciated it if you could grant 1 year multiple entry business visa to him.

 We are pleased to act as a sponsor for him and shall do everything possible to make the necessary arrangement for his stay in your country and also take full responsibility for his activities and conducts during his stay in India.

Yours faithfully,

XYZ India Private Limited（インド会社名）



Jinji SOMU（サイナー氏名）

Director（サイナー役職） Company Seal

Human Resource Dept.（サイナー部署）