**Covering Letter Template for Visa Application**

*[Company Letterhead – with logo, address, contact details]*

Date: [DD/MM/YYYY]

To,

The Visa Officer

[Embassy/Consulate Name]

[City, Country]

Subject: Application for [Tourist / Business / Tourist & Business] Visa

Dear Sir/Madam,

I, [Full Name], holding Indian passport number [Passport Number], would like to apply for a [Tourist / Business / Combined] visa for [Country Name] for the duration from [Start Date] to [End Date].

**Below are my passport details:**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Name** | **Passport Number** | **Date of Birth** | **Passport Expiry** | **Place of Issue** |
| XXXXXXXX | TXXXXX2 | DD/MM/YY | DD/MM/YY | Ahmedabad |
| XXXXXXX | YXXXXX5 | DD/MM/YY | DD/MM/YY | Delhi |

The purpose of my visit is:

- [✔] Tourism – to explore popular destinations such as [City Names or Tourist Spots]

- [✔] Business – to attend meetings/discussions with [Company Name/Partner Name] regarding potential collaboration/travel trade.

Please find attached the following documents for your kind consideration:

1. Visa Application Form

2. Passport Copy

3. Air Ticket & Hotel Booking

4. Travel Insurance

5. Financial Documents (Bank Statement/ITR)

6. Company Registration (if business trip)

7. Invitation Letter (if applicable)

8. Any other required documents

I assure you that I have sufficient funds to cover my travel and stay. I am a law-abiding citizen and will return to India before the visa expires.

Kindly consider my application and grant me the required visa.

Thank you for your time and support.

Sincerely,
**[Name of Authorized Signatory]**
[Phone Number] | [Email Address]
Email: Company Stamp & Signature

## ****Invitation Letter Template (for Visa Application)****

(To be printed on the host company's/personal letterhead abroad)

Date: [DD/MM/YYYY]

To,

The Visa Officer

[Embassy/Consulate Name]

[City, Country]

Subject: Invitation Letter for [Visitor’s Full Name] for [Business / Tourist / Both] Visit

Dear Sir/Madam,

I am writing to invite Mr./Ms. [Visitor’s Full Name], holder of Indian passport number [Passport Number], residing at [Visitor's Full Address], to visit [Country Name] from [Start Date] to [End Date]\*\* for the purpose of [Business meetings / tourism / combined visit].

During the visit, [he/she] will:

- Participate in business discussions with our team regarding [brief purpose of meetings].

- Visit major tourist sites in [City/Country], as part of cultural exploration.

We confirm that:

- We are aware of and support this visit.

- [Visitor’s Name] will bear all personal travel, lodging, and insurance expenses.

- [He/She] will return to India before the visa expires.

We respectfully request that you grant [him/her] the necessary visa to facilitate this visit. If you need any further information, please feel free to contact us.

Sincerely,

[Signature]

[Full Name of Host]

[Designation, if any]

[Company Name (if business)]

[Email] | [Phone]

[Company Stamp, if applicable]