Date

The Indian High Commission

India House

Aldwych

London

WC2B 4NA

Dear Sirs

This is to confirm that (full name of traveller, date of birth, passport number) is employed by (name of UK company) as (job title).

S/he is required to travel to India between (dates of travel) for business purposes at the request of:

(Name, address, telephone number and contact name of company to be visited in India)

We also confirm that (name of traveller) has sufficient funds and accommodation booked for their stay in India.

Yours faithfully

Name of person signing

Position in Company