

[Your Company Letterhead]

[Date]

[Recipient's Name]

[Recipient's Position]

[Recipient's Company Name]

[Recipient's Company Address]

[City, State, Zip Code]

[Country]

Subject: Business Immigration Support Letter

Dear [Recipient's Name],

I hope this letter finds you well. I am writing to provide my support for [Employee's Name], who is applying for a [specific visa type] to facilitate [his/her/their] relocation to India for business purposes.

[Employee's Name] has been employed with [Your Company Name] since [Employment Start Date] as [Employee's Position]. In this capacity, [he/she/they] has demonstrated exceptional skills in [briefly describe relevant skills/experience] which are crucial to [Your Company's objectives/project in India].

The purpose of [Employee's Name]'s visit to India is to [explain the purpose of the trip, e.g., oversee operations, establish business connections, attend meetings, etc.]. This trip is essential for the strategic growth of our business in the region and aligns with our commitment to expanding our operations globally.

We assure you that [Your Company Name] will provide full support during [his/her/their] stay in India, including [mention any support your company will provide, like accommodation, travel, etc.].

Please feel free to contact us if you require any further information or documentation to assist with the processing of [Employee's Name]'s visa application.

Thank you for your attention to this matter.

Sincerely,

[Your Name]

[Your Position]

[Your Company Name]

[Your Contact Information]

[Your Email Address]

[Your Business Website]