**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)**

1 July 2024（発効日）

e-Visa Service Team

Dear Sirs,

**LETTER OF INVITATION FOR BUSINESS PURPOSE**

We wish to invite Mr. Taro Yamada（ビザ申請者氏名）, 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 2024 to 15 August 2024（インド滞在期間）.

Below you can find personal details of

Name

Gender

Date of Birth

Nationality

Passport No.

Date of Issue

Date of Expiry

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）

　　　　　　　　　　　 （サイナー署名）

Jinji SOMU（サイナー氏名）

Director（サイナー役職）

Human Resource Dept.（サイナー部署）