

Business Cover Letter - India (Example)

The Indian government requires a very specific and formatted Business Cover Letter (BCL) which differs from standard BCL's. The letter should be formatted as indicated in the example below and must contain all of the listed information in the order indicated. Traditional, general BCL's will no longer be accepted.

The letter **MUST** be printed on company letterhead including logo and address.

Items listed [in brackets] indicate what information should be included, some with example content.

Consulate of India, Chicago IL

Subject: Request for a Multiple entry business visa for [visa duration – ex: 1 or 5 years] in r/o [state of residency – ex: Illinois]

Sir / Madam,

1. A brief description about the employer in USA:

[description of your company – ex: *Widget Enterprises designs, develops and produces widgets for multiple industry segments. The company was founded in 1975, employs approximately 15,000 employees and is headquartered at 123 Any Street, City, ST Zip.*]

2. Details of the applicant:

a) [applicant's name – ex: *John Smith*]

b) [applicant's title – ex: *Vice President*]

c) [applicant's duration of employment – ex: *Employed since October 2008 (6 years, 2 months)*]

3. A brief detail about the sponsor in India:

[description of inviting company – ex: *India Production Company Ltd is a manufacturing company. They are located at 123 Any Street, Any Town, Bangalore, India 12345*]

4. Relationship with Sponsor and Its Duration:

[relationship between US company and Indian company – ex: *Widget Enterprises has contracted with India Production Company to produce widgets for sale in the US. The relationship has existed for 3 years.*]

5. Purpose of Visit:

[reason for the trip – *ex: John Smith will be visiting India Production Company for general business meetings.*]

6. Duration of Visa Requested:

[visa duration and entries – *ex: 5 year, multiple-entry business visa.*]

7. [Mr/Mrs/Ms Traveler Name] will not receive any form of remuneration from any sources in India and will remain an employee of XX in USA. [Mr/Mrs/Ms Traveler Name] will not engage in any activities in India other than stated in the purpose of visit.

8. [Company Name] takes full responsibility for the activities and conduct of [Mr/Mrs/Ms Traveler Name], national of [country of citizenship – *ex: United States*] during his/her stay in India. If anything adverse comes to notice during this period, we undertake to repatriate him/her at our expense.

Sincerely,

{Signature}

[Printed Name of Authorized Signatory (cannot be the traveler)]

[Title of Authorized Signatory]