

# U.S. Company Letter of Guarantee and Invitation Letter Template

[ON COMPANY LETTERHEAD]

Embassy of India  
Visa Section

- Both the invitation and U.S. company Letter of Guarantee must follow this template
- Must be on company letterhead
- Cannot be signed by the traveler

Subject: Request for a Multiple entry Business visa for [visa duration – ex: 5 years] in r/o [state of residency – ex: Arizona]

Sir / Madam,

**1. A brief description about the employer in USA:**

[description of US 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) [applicants name – ex: *John Smith*]

b) [applicants title – ex: *Vice President*]

c) [applicants 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 3years.*]

**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 and Entry/Exit Dates:**

[visa duration and entries – ex: *5 year, multiple entry.*] [arriving date and departing date]

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. [US 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]

[Title of Authorized Signatory]

[Stamp of company]