

FORMAT

Date : _____

To,
The Secretary
Bombay Chamber of Commerce and Industry
Mumbai.

Sir,

Sub: Recommendation letter for our_____ (Name of the Person),
_____ (Designation) for Multiple Entry VISA application
for _____(Name of the Country)

Our Membership No. _____

Mr. _____ (Name) _____ (Designation) of
our company desired to visit _____ (Name of the Country) in the month of
_____ for business purpose.

We would be most grateful if you can recommend a Multiple Entry VISA for travel beginning _____ (Date).

His details are as follows:-

1.	First Name	
2.	Last Name	
3.	Date of Birth	
4.	Passport No.	
5.	Date of issue	
6.	Date of Expiry	
7.	Email id	
8.	Contact details Tel. No. Cell No.	

We certify that the persons listed are full time employees of our company.

Please do the needful by issuing a recommendation letter.

Thanking you

Yours faithfully,

For _____ (Name of the organization)

_____(Name)
_____(Designation)