

DRAFT FORMAT TO BE PRINTED ON LETTER HEAD

Date : _____

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

Sir,

Sub: Recommendation letter for Mr./Ms. _____ (Name of the Person),
_____ (Designation) for Multiple Entry VISA application
for _____ (Name of the Country)

Our Membership No. BC/____/____/____ (Eg. BC/1234/O/2021)

Mr./Ms. _____ (Name), _____ (Designation)
of our company desires 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/Her 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 person mentioned above is a full time employee of our company.

Please do the needful by issuing a recommendation letter.

Thanking you

Yours faithfully,

For _____ (Name of the organization)

(Name)
(Designation)