**DRAFT FORMAT TO BE PRINTED ON LETTER HEAD STAMPED & SIGN BY HR/ADMIN/AUTHORISED RESPRESENTATIVE**

Date : \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

To,

The Secretary

Bombay Chamber of Commerce and Industry

Mumbai.

Sir,

Sub: Recommendation letter for Mr./Ms.\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ (Name of the Person),

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ (Designation same as mentioned in Invitation letter) for Multiple Entry Visa application for \_\_\_\_\_\_\_\_\_\_\_\_\_\_(Name of the Country)**Our Membership No is** . BC/\_\_\_\_/\_\_/\_\_\_\_(Eg. BC/1234/O/2021)

Mr./Ms. \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ (Name) \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ (Designation same as mentioned in Invitation letter) 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 addressed to \_\_\_\_\_\_\_\_ (Mumbai/Delhi) location.

Thanking you

Yours faithfully,

Name of the organization\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Name\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Designation\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_