

To,

Executive Director
India ITME Society
Mumbai

Dear Sir,

Sub: Request for issuance of Visa Invitation letter for GTTES 2019

We would request you to kindly issue Visa Invitation Letter to Mr. /Ms. _____
_____ (Name and Designation) to attend GTTES 2019 at Mumbai,
India which will be held at Bombay Exhibition Center, India from 18th – 20th January 2019.

Hereby, we confirm that he is a permanent employee/working with the company and company has sanctioned the said person travel to India for business event GTTES 2019.

His details are confirmed by us as below

Name	
Designation	
Passport Number	
Purpose of Visit	
Duration of Stay	
Email id	
Contact Details	

We request you to kindly do the needful.

Thank you
For (Your Company Name)

Name:

Date:

Stamp: