

現地企業ロゴ、会社名

住所、電話、FAX、メールアドレス

CIN(Corporate Identity Number)

Date: 01<sup>st</sup> MAY 2025 (作成日)

To: e-Visa Service Team

Dear Sirs,

**LETTER OF INVITATION FOR BUSINESS PURPOSE**

We wish to invite Mr. Taro YAMADA(申請者氏名), a Japanese National, who is Manager(申請者役職), Engineering Development Department(申請者所属部署) at ABC Co., LTD.(申請者会社名) to India for the purpose of having business meeting with us about XXX(目的を記載) from 01<sup>st</sup> JUL 2025 to 11<sup>th</sup> JUL 2025(インド滞在期間).

Since he will be visiting India frequently in future, we would be very appreciated it if you could grant 1 year multiple entry business visa to him.

We are pleased to act as a sponsor for him and shall do everything possible to make the necessary arrangement for his stay in your country and also take full responsibility for his activities and conducts during his stay in India.

Yours faithfully,

XYZ PVT.LTD.(インド会社名)

Taj MAHAL

(現地企業責任者自筆サイン)

Taj MAHAL(現地企業責任者氏名)

Director(現地企業責任者役職)

Sales & Development Dept.(現地企業責任者部署)

現地企業会社名  
住所  
電話、FAX  
メールアドレス

現地企業  
会社スタンプ



招聘状には現地受け入れ企業のスタンプ及び責任者の署名いずれも必須となります。  
責任者の署名のみでの申請は受け付けられませんのでご注意ください。