

On the Letter head (Company/Firm)

To,

Date_____

The Director General
The Bengal Chamber of Commerce & Industry
"Royal Exchange" 6, Netaji Subhas Road
Kolkata - 700001

Dear Sir,

Sub: - Letter for Issuance of Visa Recommendation Letter

1. Name of the company with Registered / Head Office Address:-
2. Name of the person who is seeking the visa:-
3. Designation:-
4. Visiting date: - From_____ To_____ (within 180 days)
5. Purposes of visit:-
6. Name of Country to be visited:-
7. Passport number:-
8. Date of Issue:-
9. Date of Expiry:-
10. Place of Issue:-
11. Nationality:-
12. Indemnity Bond number with date:-
13. Photocopy of the passport of the person applying for the visa.
14. Photocopy of the invitation letter (in English language only)
received from the country to be visited.

Signature with Rubber stamp