To,

The Visa Officer,

American Consulate,

Mumbai.

Date: 00/00/2017

Sub: Request for issuance of US B1/ B2 visa

Dear Sir/Madam,

I am pleased to inform you that I, xxxx would like to visit to attend xxxx (Exhibitation name) from dd/mm/yyyy to dd/mm/yyyy, during this visit my family accompany with me for a vacation. During our visit all the travel expenses will be borne by me. Following are our passports details:

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| Applicant’s Name | Passport s No. | Place of Issue | Date of Issue  | Date of Expiry |
| Mr. xxxxxx | xxxxxx | xxxxxx | Dd/mm/yyyy | Dd/mm/yyyy |
| Mrs. xxxxxx | xxxxxx | xxxxxx | Dd/mm/yyyy | Dd/mm/yyyy |
| Ms. xxxxxx | xxxxxx | xxxxxx | Dd/mm/yyyy | Dd/mm/yyyy |

Please find enclosed application form, passports, photographs, bank statement, tax return's and other necessary documents for your kind ready reference.

I would appreciate if you could grant us a B1/ B2 visa for the maximum period and at the earliest.

Thanking you,

Yours truly,

Mr. xxxxxxx

**Xxx (company name)**